



LOAN MANAGER

Release 6.1

User Manual



INDUSFLOW SYSTEMS INC.

www.indusflow.com

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Chapter 1

Introduction

1.1. What is SYNDi Loan Manager?

SYNDi™ is a suite of software packages designed for the financial market. It consists of the following programs:

- SYNDi Loan Manager
- SYNDi Fund Manager
- SYNDi Investment Ledger
- SYNDi Electronic Funds Transfer

This manual deals exclusively with SYNDi Loan Manager which manages loans in cases where a single lender or a group of lenders (investors) lends money for a loan.

SYNDi Loan Manager is available in two editions:

1. **SYNDi Professional Edition** manages loans provided by a single lender. It cannot be interfaced with an external accounting package.
2. **SYNDi Premium Edition** provides full features with ability to manage multiple lenders in a loan. It can be interfaced with a number of external accounting packages.

Wherever SYNDi is mentioned henceforth in this manual, it stands for SYNDi Loan Manager Premium Edition exclusively. If you are using the Professional Edition all references to lenders and investors are not applicable.

It is used primarily by lawyers, lenders, syndicators and other companies providing financial services. In a typical scenario, the company sets up the syndicate, advances the loan amount to the borrower, receives the payment on monthly basis and distributes it to the investors. The broker may deduct a percentage from the distributed interest amount as the management fee. The system automates the loan management cycle and maintains relevant records until the loan is paid off.

SYNDi Loan Manager is a general purpose application that handles all loans payable in installments (interest only or blended payments amortized over a period with a balloon payment).

General Features

- Interest-only loans or Blended Payments;
- Capability to process interest-free loans;
- Can be integrated with QuickBooks, Sage Accpac ERP or Sage Simply Accounting;
- Loans can be linked to real-estate properties;
- Pop-up reminders can be set up to alert the user to take proper actions;
- Processing of term loans with interest payable either at the beginning or the end of the term;
- Maintenance of a Document Catalog for each loan for quick access;
- Setting up different interest rates for borrower and lenders;
- Interest rates can be fixed or variable (based on prime).
- Calculation of Bonus Interest as penalty in case of early discharge;
- Amortization Tables based on loan and Investor profiles;
- Payment frequency can be weekly, bi-weekly, semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual.
- Interest can be simple or compounded on daily, weekly, bi-weekly, semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual basis.
- Calculation of Sales Tax and GST on management fee;
- Withholding of Non-Resident Tax from interest payments to foreign investors;
- Calculation of NSF charges for returned borrower checks;
- Printing checks for investors;
- Ability to define unlimited number of optional fields in borrower, investor and loan records to customize the program for individual requirements,
- Renegotiation of terms during the life of a loan;
- Provision for investors to withdraw and be replaced by new investors during the term of a loan;
- Generation of detailed or consolidated entries for General Ledger;

- User-friendly inquiry and data entry screens;
- Minimal training requirements;
- Intuitive data entry procedures;
- Built-in reports and inquiries;
- Access to data by standard report-writing tools such as Crystal Reports to generate customized reports.

Loan Processing Cycle

- Step 1 Approve and set up loan.
- Step 2 Set up miscellaneous charges.
- Step 3 Set up the investor group.
- Step 4 Receive investor contributions; enter receipts.
- Step 5 Pay the borrower.
- Step 6 Bill the borrower on monthly basis
- Step 7 Receive monthly installment from the borrower.
- Step 8 Pay monthly installment less deductions to investors.

1.2. Interest Calculation

1. The first payment is calculated from the Start Date of the loan (exclusive or inclusive depending on whether or not you are excluding start date from calculation) to the next billing date (inclusive) and may not cover the entire month. For instance if the loan is set up as of March 20 and the payment date is the 9th of each month in case of monthly payment frequency, the next billing date will be April 9 and the interest for the first installment is calculated from March 20 (inclusive) to April 9 (inclusive) i.e., 21 days. You can specify in the company profile if the date on which the Loan is funded should be excluded from interest calculation. Subsequent payments are calculated on the basis of full month from one day after the last billing date (inclusive) to next billing date (inclusive). Thus the second billing will be run from April 10 to May 9.
2. If the maturity date falls before the next billing date, the last payment will be calculated for part of the month from one day after the last billing date to the maturity date. Thus if the term of the loan described above is one year, the maturity date will be February 19. Once the billing has been run for February 9 (the normal billing date), the system sets the next billing date as February 19 (instead of March 9 which would fall after the maturity date). The last billing is therefore run for the period covering February 10 to February 19, i.e., 10 days.
3. The last billing includes the entire principal balance as the balloon payment, leaving the balance zero.
4. **Payment Frequency**

In case of most loans the interest (and a portion of principal in case of blended payments) is payable on monthly basis. SYNDi allows the following payment frequencies:

- Term Loans
- Daily
- Weekly
- Bi-weekly
- Semi-monthly
- Monthly
- Bi-monthly
- Quarterly
- Semi-annual
- Annual

The duration between two successive payments is termed as “period”. Thus for monthly payments the period is one month while for weekly payments the period is one week.

5. Compounding Frequency

Compounding Frequency establishes the number of times in a year, the interest is compounded. SYNDi allows the following compounding frequencies:

- None (simple interest)
- Daily
- Weekly
- Bi-weekly
- Semi-monthly
- Monthly
- Bi-monthly
- Quarterly
- Semi-annual
- Annual

For most interest-only loans the payment frequency is monthly with no compounding.

In case of blended payments, the payment frequency is usually monthly. In Canada the compounding frequency is usually semi-annual while in U.S. it is same as payment frequency. For instance in case of monthly payments the compounding frequency would also be monthly.

6. Interest Calculation Methods

SYNDi allows five interest calculation methods, depending on payment frequency:

1. 360-Day Year

Each year is divided into 12 equal months with the same number of days. It translates to 30 days per month or 360 days per year. This method is ideal and generally accepted if the payment frequency is in units of months (semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual) but is not suitable for weekly or bi-weekly payments.

2. 365-Day Year

Each year consists of 365 days with February 29 of a leap year being an interest-free day. It is suitable for all payment frequencies.

3. Exact Year

In this case a normal year contains 365 days while a leap year consists of 366 days. Daily interest is calculated on the basis of 365-calendar but interest is charged for February 29 as well. You could use it for more exact calculations.

4. 12-Month Year

Each year consists of 365 days and is divided into 12 equal months with the same number of days. It translates to 30.416667 days per month. This method is suitable if the payment frequency is in units of months (semi-monthly, monthly, bi-monthly, quarterly, semi-annual or annual) but is not suitable for weekly or bi-weekly payments.

5. Sum of Digits (Rule of 78)

According to the Rule of 78, interest is calculated for the life of the loan and then allocated to each month by proportion using reverse sum of the digits methodology.

SYNDi uses 12-Month Year as the default if the payment frequency is in units of months. However, in case of weekly and bi-weekly payment frequencies, SYNDi uses Exact Year as the default.

The choice of Calculation Method depends on your company policy. Typically, for a \$100,000 loan at 12% with blended payments and no compounding amortized over one year, the total interest is as follows:

| Method | Normal Year | Leap Year |
|-----------------------------------|-------------|-------------|
| 360-Day Year | \$6,618.53 | \$6,618.53 |
| 365-Day Year | \$6,586.40 | \$6,586.40 |
| Exact Year | \$6,586.40 | \$6,600.64 |
| 12-Month Year | \$6,618.53 | \$6,618.53 |
| Sum of Digits (No Compounding) | \$12,000.00 | \$12,000.00 |

7. If the calculation method is 12-Month Year, the interest for a portion of the period (for first and last payments) is calculated by multiplying the number of days by the Daily Interest Rate which is obtained by dividing the Effective Rate of the period by 30. In case of full periods, the interest is calculated by multiply the Effective Rate by the number of periods.
8. If the calculation method is 365-Day Year or Exact Year, the interest is calculated daily and accumulated over a period or part thereof.

9. Sum of Digits Method

For example, consider a \$100,000 loan to be repaid in monthly installments over 12 months. Add the digits of each month from 1 to 12, e.g.,

$$1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10 + 11 + 12 = 78$$

The interest is allocated in reverse proportion across the life of the loan. Thus, 12/78 of the interest applies to the first month, 11/78 to the second month, and so forth down to 1/78th at the end of the 12th month.

Next calculate the simple interest for the loan (\$100,000 X 12% X 1 year = \$12,000). The total payment will therefore be \$112,000 which comes to \$9,333.33 per month. Notice that rounding may result in minor differences. For instance \$9,333.33 X 12 = \$ 111,999.96 which is \$0.04 short in total payment. This difference is applied to the first month as shown below.

| Month | Brought Forward | Payment | Interest | Principal | Carried Forward |
|-------|-----------------|------------|-----------|------------|-----------------|
| 1 | 100,000.00 | 9,333.37 | 1,846.15 | 7,487.22 | 92,512.78 |
| 2 | 92,512.78 | 9,333.33 | 1,692.31 | 7,641.02 | 84,871.76 |
| 3 | 84,871.76 | 9,333.33 | 1,538.46 | 7,794.87 | 77,076.89 |
| 4 | 77,076.89 | 9,333.33 | 1,384.62 | 7,948.71 | 69,128.18 |
| 5 | 69,128.18 | 9,333.33 | 1,230.77 | 8,102.56 | 61,025.62 |
| 6 | 61,025.62 | 9,333.33 | 1,076.92 | 8,256.41 | 52,769.21 |
| 7 | 52,769.21 | 9,333.33 | 923.08 | 8,410.25 | 44,358.96 |
| 8 | 44,358.96 | 9,333.33 | 769.23 | 8,564.10 | 35,794.86 |
| 9 | 35,794.86 | 9,333.33 | 615.38 | 8,717.95 | 27,076.91 |
| 10 | 27,076.91 | 9,333.33 | 461.54 | 8,871.79 | 18,205.12 |
| 11 | 18,205.12 | 9,333.33 | 307.69 | 9,025.64 | 9,179.48 |
| 12 | 9,179.48 | 9,333.33 | 153.85 | 9,179.48 | 0.00 |
| Total | | 112,000.00 | 12,000.00 | 100,000.00 | |

The following section deal with mathematical formulas to calculate interest in various scenarios and are intended for advanced readers. If you do not want to concern yourself with such details you may ignore the rest of this chapter.

1.2.1. No Compounding

Interest-Only Loans

1. Monthly interest rate (r) is calculated by dividing the annual interest rate (i) by 12 (number of months in the year).

$$r = \frac{i}{12 \times 100}$$

For example if the rate is 9% per annum, the monthly rate will be 0.0075.

2. Monthly interest (I) is calculated by multiplying the principal amount (P) by the monthly rate:

$$I = P \times r$$

Thus if the principal is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the monthly interest is

$$I = 100,000 \times 0.0075 = \$750$$

3. In order to calculate interest for part of the month, calculate daily rate by multiplying the annual interest rate (i) by the number of days (d) and dividing by 365 (number of days in the year). For example if the rate is 9% per annum, the daily rate will be $9 / 365$ or 0.02465753%.

4. Interest (I) for certain number of days (d) is calculated by multiplying the principal amount (P) by the monthly rate, divided by 100.

$$I = P \frac{i \times d}{365 \times 100}$$

Thus if the principal is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the interest for 21 days is

$$I = 100,000 \times \frac{9 \times 21}{365 \times 100} = \$517.81$$

Blended Payments

5. The formula for calculating the payment is as follows:

$$P_m = PX \left[\frac{1 - (1 + r)^n}{1 - (1 + r)^n} + r \right]$$

where

P = Principal Balance

P_m = Payment Amount

n = Amortization period in months

i = Annual interest rate as percentage

$$r = \frac{i}{12 \times 100}$$

6. To calculate the principal portion of the installment, subtract the interest calculated earlier from the payment amount ($P_m - I$).
7. Consider a loan of \$100,000 with interest rate of 9% amortized over 30 years. The payment is calculated as follows:

$$P = 100,000$$

$$n = 30 \times 12 = 360$$

$$i = 9\%$$

$$r = \frac{9}{12 \times 100} = 0.0075$$

$$I = 100,000 \times 0.0075 = \$750$$

$$P_m = 100,000 \times \left[\frac{1 - (1 + 0.0075)^{360}}{1 - (1 + 0.0075)^{360}} + 0.0075 \right] = \$804.62$$

8. Out of the payment of \$804.62, the principal payment will be $804.62 - 750.00 = 54.62$. The principal balance (P) after the first payment will be $100,000 - 54.62 = 99,945.38$ and the interest will be calculated on this value.
9. To calculate interest for part of the month, calculate daily rate by multiplying the annual interest rate (i) by the number of days (d) and dividing by 365 (number of days in the year). For example if the rate is 9% per annum, the daily rate will be $9 / 365$ or 0.02465753%.
10. Interest (I_d) for certain number of days (d) is calculated by multiplying the principal balance (P) by the monthly rate, divided by 100.

$$I_d = P \frac{iXd}{365 \times 100}$$

Thus if the principal balance is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the interest for 21 days is

$$I_d = 100,000 \times \frac{9 \times 21}{365 \times 100} = \$517.81$$

11. In order to calculate blended payment (P_d) for certain number of days (d), multiply the payment amount (P_m) by 12 and divide the result by 365 to get one day's payment, which when multiplied by the number of days will give the required result. Thus

$$P_d = P_m \frac{12Xd}{365}$$

Thus if the monthly blended payment is \$804.62 as calculated in step 7 above, the payment for 21 days is

$$P_d = 804.62 \times \frac{12 \times 21}{365} = \$555.52$$

12. The principal portion of the payment can be obtained by subtracting from it the interest portion, i.e., $555.52 - 517.81 = 37.71$.
13. The interest in the example quoted in this section will be calculated according to the following amortization schedule:

| Month | Principal | Payment | Interest | Principal | Balance |
|-------|------------|---------|----------|-----------|-----------|
| 1 | 100,000.00 | 804.62 | 750.00 | 54.62 | 99,945.38 |
| 2 | 99,945.38 | 804.62 | 749.59 | 55.03 | 99,890.35 |
| 3 | 99,890.35 | 804.62 | 749.18 | 55.45 | 99,834.90 |
| 4 | 99,834.90 | 804.62 | 748.76 | 55.86 | 99,779.04 |
| 5 | 99,779.04 | 804.62 | 748.34 | 56.28 | 99,722.76 |
| 6 | 99,722.76 | 804.62 | 747.92 | 56.70 | 99,666.06 |
| 7 | 99,666.06 | 804.62 | 747.50 | 57.13 | 99,608.93 |
| 8 | 99,608.93 | 804.62 | 747.07 | 57.56 | 99,551.37 |
| 9 | 99,551.37 | 804.62 | 746.64 | 57.99 | 99,493.39 |
| 10 | 99,493.39 | 804.62 | 746.20 | 58.42 | 99,434.97 |
| 11 | 99,434.97 | 804.62 | 745.76 | 58.86 | 99,376.10 |
| 12 | 99,376.10 | 804.62 | 745.32 | 59.30 | 99,316.80 |

If the term of the loan is one year the last payment will be $\$804.62 + \$99,316.80 = \$100,121.43$ so that the balance is zero.

1.2.2. Semi-Annual Compounding

Interest-Only Loans

1. Interest is compounded on semi-annual basis but charged monthly in case of Canadian mortgages. This was done traditionally to coincide with the harvest time and the convention is still retained. The “effective” monthly interest rate comes out to be slightly less than the value obtained by simply dividing the per annum rate by 12. In this case the effective monthly interest rate (r) is calculated from the annual interest rate (i) by using the following formula:

$$r = \left[1 + \frac{i}{2 \times 100} \right]^{\frac{1}{6}} - 1$$

For example if the rate is 9% per annum, the effective monthly rate will be 0.007363, which is slightly less than the monthly rate of 0.0075 calculated earlier under annual compounding.

2. Monthly interest (I) is calculated by multiplying the principal amount (P) by the effective monthly rate:

$$I = P \times r$$

Thus if the principal is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the monthly interest is

$$I = 100,000 \times 0.007363 = \$736.30$$

which is less than \$750 obtained earlier for annual compounding.

3. In order to calculate interest (I_d) for certain number of days (d), first calculate interest for one day by multiplying full month interest (I) by 12 and dividing the answer by 365 and then multiply the value by the number of days.

$$I_d = \frac{12 \times d}{365} I$$

Thus if the principal is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the interest for 21 days is

$$I_d = \frac{12 \times 21}{365} \times 736.30 = \$508.35$$

Blended Payments

4. The formula for calculating the payment is as follows:

$$P_m = PX \frac{(1+r)^{\frac{1}{6}} - 1}{1 - \left[(1+r)^{\frac{1}{6}} \right]^{-n}}$$

where

P = Principal Balance

P_m = Payment Amount

n = Amortization period in months

i = Annual interest rate as percentage

$$r = \frac{i}{2 \times 100}$$

5. To calculate the principal portion of the installment, subtract the interest calculated earlier from the payment amount ($P_m - I$).
6. Consider a loan of \$100,000 with interest rate of 9% amortized over 30 years. The payment is calculated as follows:

$$P = 100,000$$

$$n = 30 \times 12 = 360$$

$$i = 9\%$$

$$r = \frac{9}{2 \times 100} = 0.045$$

$$P_m = 100,000 \times \frac{(1 + 0.045)^{\frac{1}{6}} - 1}{1 - \left[(1 + 0.045)^{\frac{1}{6}} \right]^{-360}} = \$792.83$$

7. Out of the payment of \$792.83, the principal payment can be calculated by subtracting interest (I) as calculated in step 2 above, i.e., $792.83 - 736.30 = 56.53$. The principal balance after the first payment will be $100,000 - 56.53 = 99,943.47$ and the interest will be calculated on this value.
8. In order to calculate interest (I_d) for certain number of days (d), first calculate interest for one day by multiplying full month interest (I) by 12 and dividing the answer by 365 and then multiply the value by the number of days.

$$I_d = \frac{12Xd}{365} I$$

Thus if the principal is \$100,000 and the interest rate is 9% per annum, we have $P=100,000$ and $i=9$, the interest for 21 days is

$$I_d = \frac{12 \times 21}{365} \times 736.30 = \$508.35$$

9. In order to calculate blended payment (P_d) for certain number of days (d), multiply the payment amount (P_m) by 12 and divide the result by 365 to get one day's payment, which when multiplied by the number of days will give the required result. Thus

$$P_d = P_m \frac{12Xd}{365}$$

Thus if the monthly blended payment is \$792.83 as calculated in step 6 above, the payment for 21 days is

$$P_d = 792.83 \times \frac{12 \times 21}{365} = \$547.38$$

10. The principal portion of the payment can be obtained by subtracting from it the interest portion, i.e., $547.38 - 508.35 = 39.03$.
11. The interest in the example quoted in this section will be calculated according to the following amortization schedule:

| Month | Principal | Payment | Interest | Principal | Balance |
|-------|------------|---------|----------|-----------|-----------|
| 1 | 100,000.00 | 792.83 | 736.30 | 56.53 | 99,943.47 |
| 2 | 99,943.47 | 792.83 | 735.88 | 56.95 | 99,886.52 |
| 3 | 99,886.52 | 792.83 | 735.46 | 57.37 | 99,829.16 |
| 4 | 99,829.16 | 792.83 | 735.04 | 57.79 | 99,771.37 |
| 5 | 99,771.37 | 792.83 | 734.62 | 58.21 | 99,713.16 |
| 6 | 99,713.16 | 792.83 | 734.19 | 58.64 | 99,654.51 |
| 7 | 99,654.51 | 792.83 | 733.76 | 59.07 | 99,595.44 |
| 8 | 99,595.44 | 792.83 | 733.32 | 59.51 | 99,535.93 |
| 9 | 99,535.93 | 792.83 | 732.88 | 59.95 | 99,475.99 |
| 10 | 99,475.99 | 792.83 | 732.44 | 60.39 | 99,415.60 |
| 11 | 99,415.60 | 792.83 | 732.00 | 60.83 | 99,354.76 |
| 12 | 99,354.76 | 792.83 | 731.55 | 61.28 | 99,293.48 |

If the term of the loan is one year the last payment will be $\$792.83 + \$99,354.76 = \$100,147.59$ so that the balance is zero.

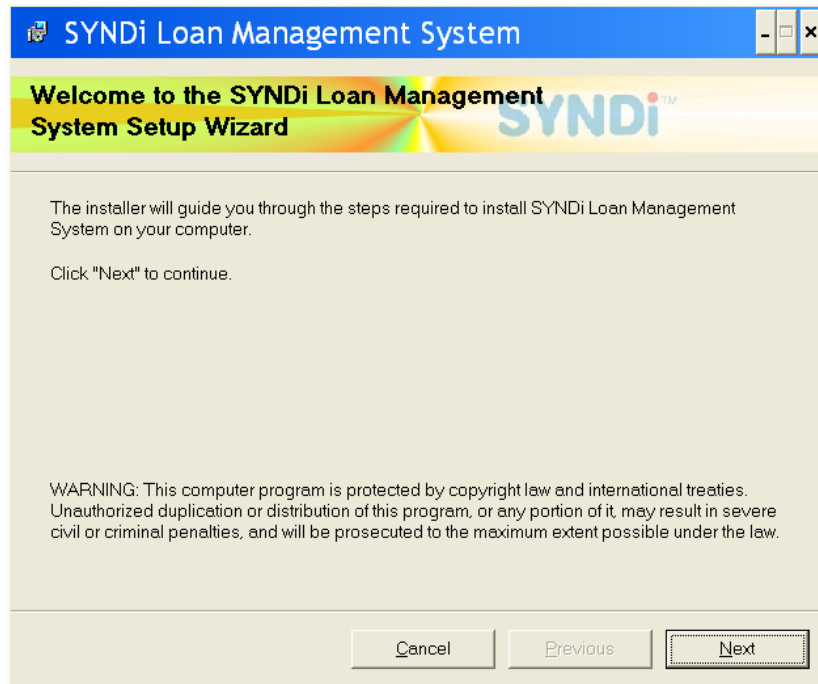
Chapter 2

Installation

2.1. Install the Application

1. The minimum operating system environment to install and run SYNDi Loan Manager successfully is Windows 2000 with Service Pack 3. If your system does not meet or surpass the minimum requirement you may encounter problems.
2. Hardware requirements are not very rigorous. On the workstation side, any Intel dual core processor or higher would be fine, 2 GB of RAM and 10 MB of disk space.
3. SYNDi doesn't require a separate server. There are no active server-side processes (other than the SQL Server database) and so the server just acts as a file repository for the SYNDi program files and some other config files.
4. Most of our clients have a dedicate VM for SYNDi so that if our tech support staff needs to get in with admin access to support the application then they have a comfort level that it is segregated from their other apps.
5. We have not actually certified SYNDi for use on Citrix but it should not be a problem. We do have some customers who run it on Citrix without any issue once the system is tuned properly.
6. Every workstation should have Microsoft Word and Excel installed on it. If you will be sending e-mails through SYNDi, you should preferably install Microsoft Outlook on it.
7. **In order to install SYNDi Loan Manager you must have Administrator rights. If in doubt, please check with your IT administrator or log in as Administrator.**
8. If you have downloaded **SYNDi Loan Manager** from the Internet, unzip SYNDi.zip in a temporary folder to extract Setup.exe, Setup.ini, InstMsiA.exe, InstMsiW.exe and SYNDi.msi. If you are installing the software from **SYNDi** distribution CD, it contains these five files.

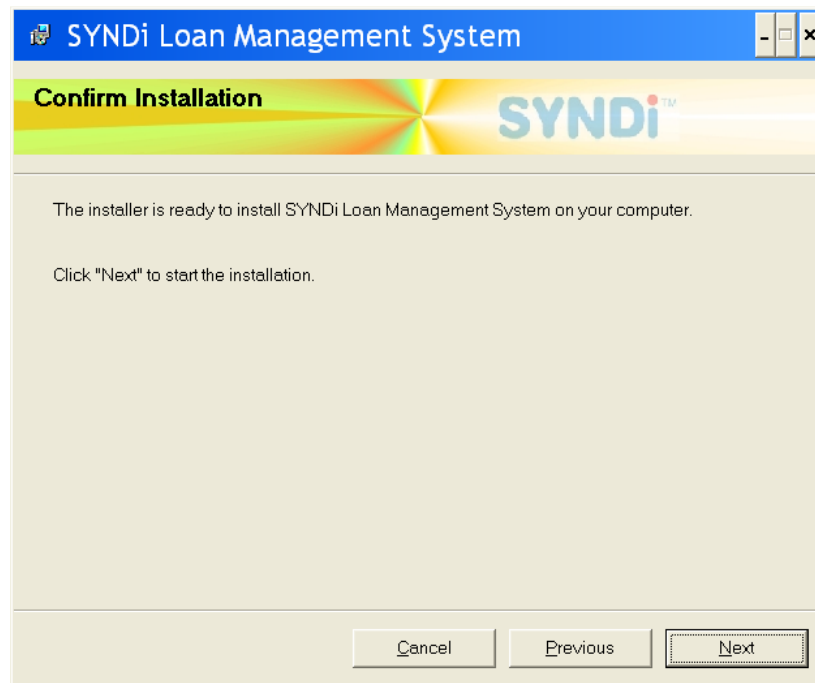
9. Run Setup.exe to install the system. The following screen is displayed:



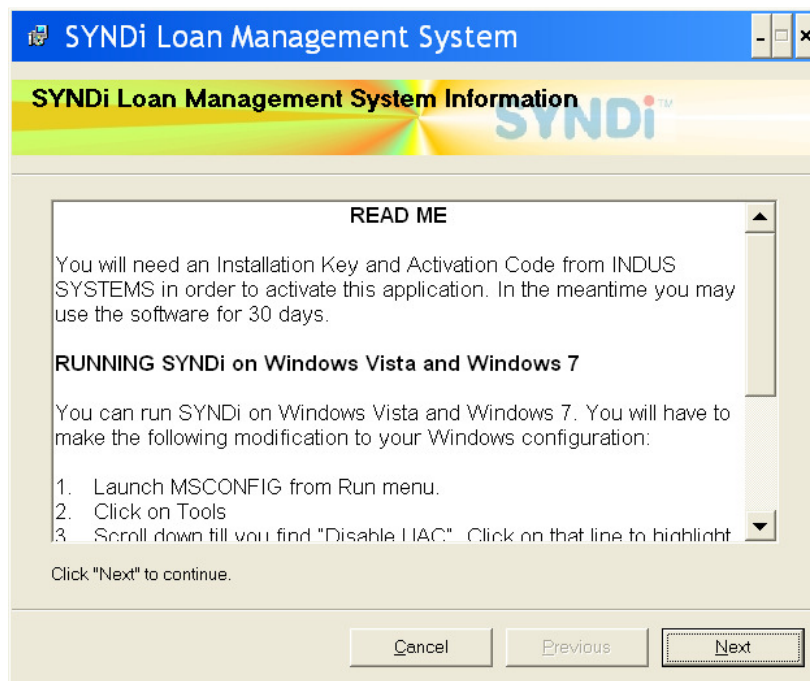
10. If any other applications are running, stop them and then click **Next**. The system displays the following License Agreement screen:



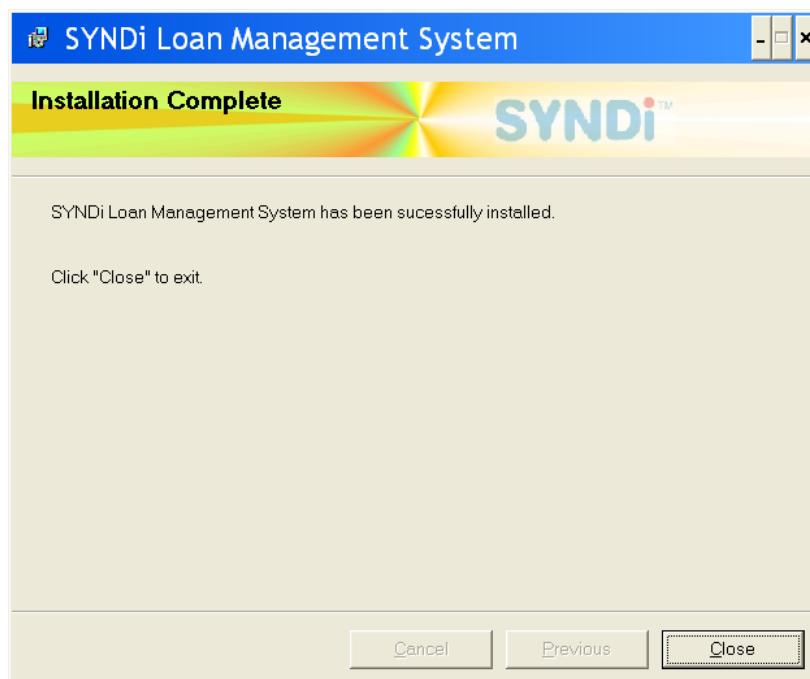
11. Read the License Agreement carefully as you scroll through the text. If you do not agree with the agreement, click **Cancel** to exit the setup otherwise click “I Agree” and then click **Next** to proceed to the following screen:
12. Notice that the default folder in which the software will be installed (called Application Folder) is C:\Program Files\SYNDi\. If you wish to install it on a network drive or another local drive or in another directory, click **Browse** button and browse through the directory structure to choose the desired drive and directory, (e.g., L:\SYNDi) and click **Next** to display the following screen:



13. Click **Next** to copy necessary files into the specified folder. When the copying is finished the following screen is displayed:



14. Click **Next** to complete the setup.



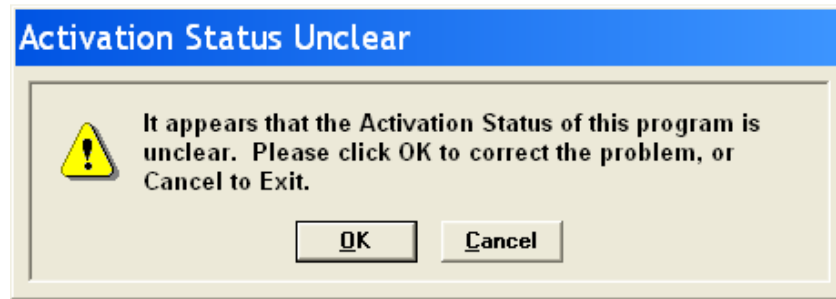
15. Click **Close** to exit setup.

16. Browse through the Application Folder (e.g., c:\Program Files\SYNDi). It must contain the following files:

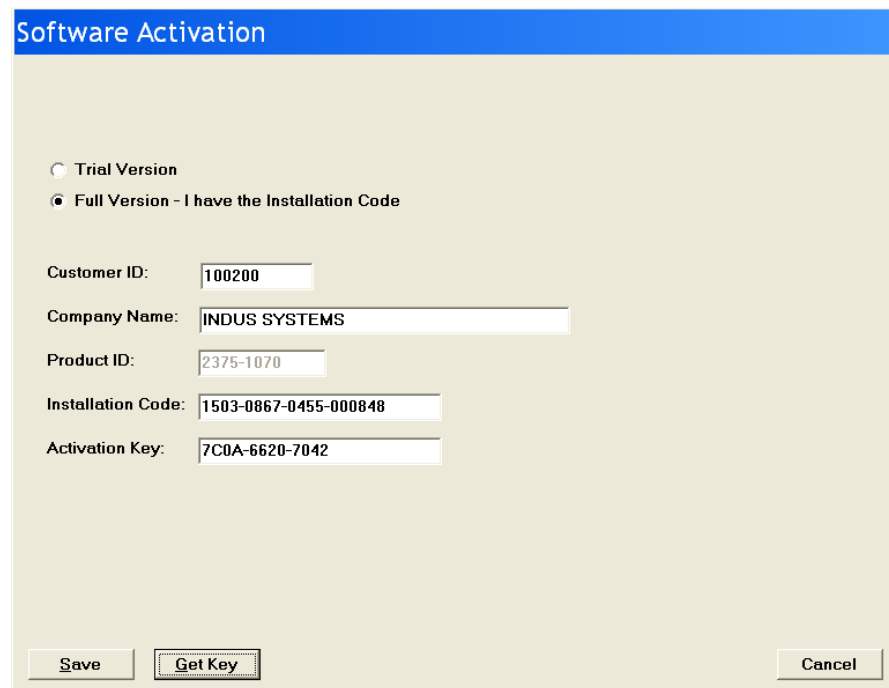
| | |
|----------------------------------|--|
| SYNDi.exe | SYNDi Program Files |
| SYNDiSample.mdb | Database for a sample company to understand the functionality of the program. |
| BlankSYNDi.mdb | Blank database to be used later to build the database for your system. PLEASE DO NOT MODIFY OR DELETE THIS FILE! |
| SYNDi User Manual.pdf | User manual for SYNDi Loan Manager . Print it for handy reference. |
| Microsoft Office Integration.pdf | User manual to integrate SYNDi Loan Manager Microsoft Office. |
| PayoutStatement.dot | Microsoft Word template file to print Payout Statements. |
| MasterDischargeNotice.dot | Microsoft Word template file to print Borrower Discharge Notice. |
| InvestorDischargeNotice.dot | Microsoft Word template file to print Investor Discharge Notice. |
| CheckLayout.dot | Microsoft Word template file to print Checks. |
| NSFLetter.dor | Microsoft Word template file to print NSF letters. |

2.2. Activate the application

1. In order to activate SYNDi Loan Manager you must have Administrator rights. If in doubt, please check with your IT administrator or log in as Administrator.
2. Click **Start > Programs > SYNDi Loan Manager > SYNDi**. The following message is displayed:



3. This message is displayed when the program is run for the first time. Click **OK** to continue.
4. The following screen is displayed:

A "Software Activation" dialog box with a blue header bar. It contains two radio buttons: "Trial Version" (unselected) and "Full Version - I have the Installation Code" (selected). Below the radio buttons are several text input fields with labels: "Customer ID:" (100200), "Company Name:" (INDUS SYSTEMS), "Product ID:" (2375-1070), "Installation Code:" (1503-0867-0455-000848), and "Activation Key:" (7C0A-6620-7042). At the bottom, there are three buttons: "Save", "Get Key" (highlighted with a dotted border), and "Cancel".

If you have purchased SYNDi a Customer ID has been assigned to you. An Installation Code and an Activation Key has also been e-

mailed to you. If you do not have the necessary information just enter your Customer ID and Company Name and click **Get Key** to connect to Internet and generate the keys.

In the meantime you may run the software as Trial version, which may have certain features turned off and which can run only for 30 days.

If you are running Trial Version

1. Make sure that Trial Version is clicked.
2. Enter the name of your company exactly as it will be when you decide to purchase the software and run full version.
3. Click **Save**.

If you are running Full Version

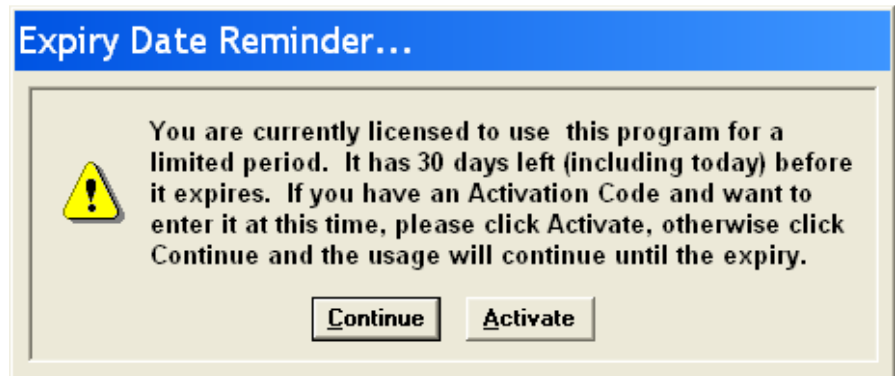
1. Make sure that Full Version is clicked.
2. Enter the 6-digit customer ID assigned to you by INDUS.
3. Enter the company name exactly as it was provided to INDUS at the time of purchasing the software.
4. Enter the Installation Code and the Activation Key provided by INDUS, or click Get Key to obtain keys over Internet.
5. Click **Save**.

Chapter 3

Running the Application

3.1. Running the Trial Version

1. Click **Start > Programs > SYNDi Loan Manager > SYNDi**. Alternatively click the shortcut you may have created to run the program. If you are running the Trial version, the following screen is displayed. If you have purchased the software and received the Installation Code and the Activation Key, click **Activate** to indicate that you are ready to register, otherwise click **Continue** to keep using the Trial version.

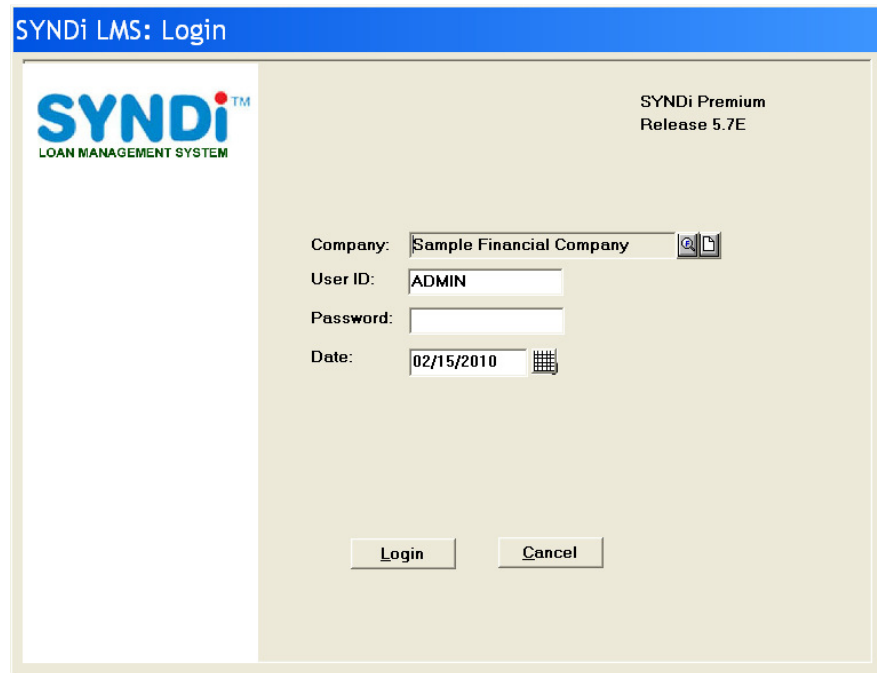


If you have chosen to activate the software, the activation screen is displayed to enter the Installation Code and the Activation Key (see Section 2.2), otherwise the login screen is displayed.

2. You may review the users manuals by clicking **Start > Programs > SYNDi Loan Manager** and choosing User Manual or Microsoft Office Integration. These manuals are in the pdf format and you may have to download Adobe Acrobat Reader if you do not have it installed on your system.

3.2. Login Screen

1. Click **Start > Programs > SYNDi Loan Manager > SYNDi**, or click the shortcut you have created to run the program. The following login screen is displayed:



The image shows the SYNDi LMS: Login window. It has a blue title bar with the text "SYNDi LMS: Login". On the left side, there is a logo for SYNDi LOAN MANAGEMENT SYSTEM. On the right side, it says "SYNDi Premium Release 5.7E". Below this, there are four input fields: "Company:" with the text "Sample Financial Company" and a button with a magnifying glass and a document icon; "User ID:" with the text "ADMIN"; "Password:" with an empty field; and "Date:" with the text "02/15/2010" and a calendar icon. At the bottom, there are two buttons: "Login" and "Cancel".

2. Sample Financial Company is a sample database that comes with SYNDi. You may use it to test drive through the software until you are ready to set up your own company.
3. The default user ID is ADMIN (for administrator). If you do not set up additional users, the program will display ADMIN as the user. The password field will remain disabled until you set up additional users or change the password for user ADMIN.
4. The Date field on the Login screen indicates the current date. It is displayed on all reports generated during the session and is used as the default date while entering transactions. If you require this date to be different from the current date, enter it in the format set in Windows or click the Calendar button next to the date field to choose the desired date.
5. All dates in this manual have been displayed in mm/dd/yyyy format. The actual display will depend on the date format set on your machine. Please see "Acceptable Date Formats" later in this section.

6. Click **Login** to display Main Menu.

Acceptable Date Formats

7. Following are acceptable date formats:

dd/mm/yy mm/dd/yy dd/mm/yyyy mm/dd/yyyy yyyy/mm/dd
dd-mm-yy mm-dd-yy dd-mm-yyyy mm-dd-yyyy yyyy-mm-dd

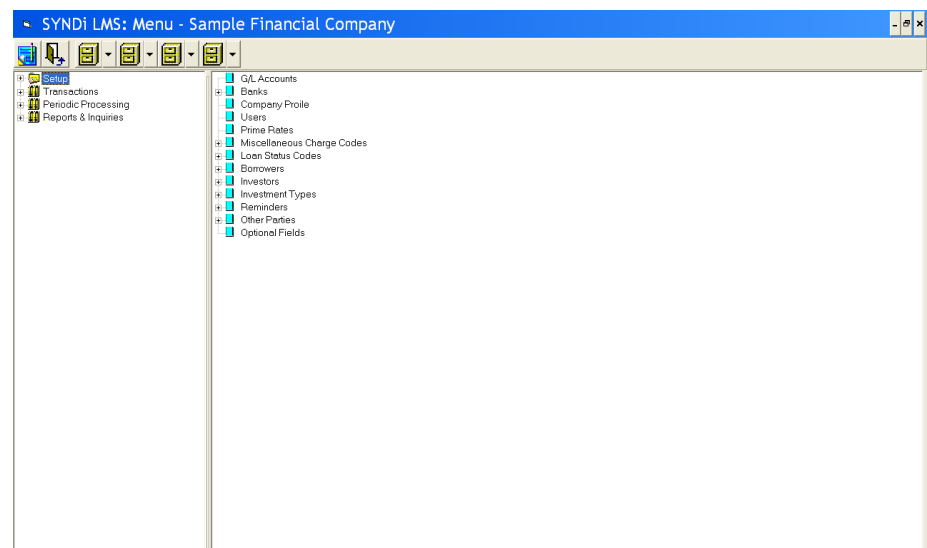
If you are using any other format, please change it to one of those shown above for SYNDi to work properly. You may do that by going to Regional and Language Options in Control Panel.

3.3. Main Menu

1. Main Menu is displayed when the user clicks the **Login** button on the Login screen. SYNDi Loan Manager supports two different forms of menus and you may choose either on depending on your preference:

Tree Menu

When you enter SYNDi Loan Manager for the first time, it displays Tree Menu as shown below:



Notice that there are four basic functions Setup, Transactions, Periodic Processing and Reports & Inquiries in the left pane of the window.

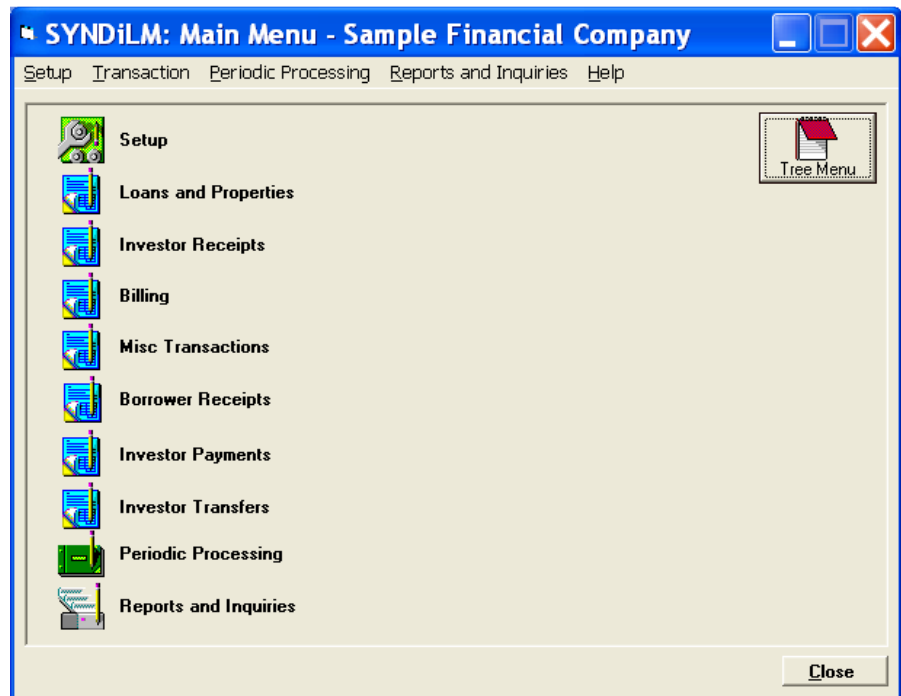
Every function performed in the program falls into one of these categories. The items under each category are displayed in the right pane. You can click on the plus sign on any function to expand the items within that function. Assuming that you have successfully logged into SYNDi Loan Manager and are running Sample Data, click on the plus sign to expand Borrowers and a list of all borrowers is displayed. Click on any borrower to display the borrower record.

Once a category or an item has been expanded by clicking the plus sign, it is changed to a minus sign and can be collapsed back by clicking on the minus sign.

Notice the following icons on top of the menu. You can perform each function by a single click.

| | |
|-----------------------|--|
| Classic Menu | Removes the Tree menu and displays the Classic menu. If you switch to Classic menu you will remain on it when you log in next time unless you switch back to Tree menu. |
| Close | Close SYNDi Loan Manager. |
| Center | Determines the position where each SYNDi Loan Manager form will be displayed. Click on the down-arrow on the icon to open a pop-up menu and choose upper-right, center or lower-right of the screen. |
| Setup | Opens the Setup menu and displays all items under it. |
| Transactions | Opens the Transactions menu and displays all items under it. |
| Periodic Processing | Opens the Periodic Processing menu and displays all items under it. |
| Reports and Inquiries | Opens the Reports and Inquiries menu and displays all items under it. |

Classic Menu



Classic Menu displays each category of functions in a list form. This is the original screen format of SYNDi Loan Manager and has been retained to maintain familiarity of existing users with the menu system. If you are comfortable with this screen you can stay on it otherwise you can switch to Tree menu by clicking on the Tree Menu icon on the top right side of the screen. If you decide to switch you will be on Tree menu next time when you log in.

The four menu items on top of the screen are same as discussed under the Tree menu.

The rest of this manual assumes that you are using Classic menu throughout your processing.

2. The items included on the Main Menu are as follows:

| | |
|----------------------|---|
| Setup | Setup menu is used to set up borrowers, investors, loans and various parameters used by the system. |
| Loans and Properties | Set up new loans, modify loan records, fund, discharge and renew loans, and enter adjustments and sundry transactions. Maintain Properties. |

| | |
|---------------------|--|
| Investor Receipts | Enter receipts from investors for new loans, print unposted receipts, bank deposit slips, posted receipt and post transactions. |
| Billing | The Billing process calculates the monthly installment for each loan and bills it to the borrower. If all installments are payable on the same day (says the last day of the month), billing will be run once a month otherwise it is run several times a month and picks up only those loans for which the payment is due. The procedure also distributes interest and principal (if any) to investors in proportion of their contribution and calculates miscellaneous charges and deductions. |
| Misc Transactions | This function is used to enter unapplied cash receipts from borrowers. Such receipts can be applied later to individual billings. You can also use this function to bill or receive service charges such as NSF fees etc. on ad hoc basis. |
| Borrower Receipts | After billing has been run, checks for loan installment received from borrowers are entered using this function. Enter receipts from borrowers, print unposted receipts and bank deposit slips, and post transactions. |
| Investor Payments | After the monthly installment has been received from the borrower, this function is performed to distribute the amount payable to each investor. Enter payments, print unposted transactions and payment statement and post transactions. |
| Investor Transfers | Investors can withdraw during the term of a loan and be replaced by new investors in the syndicate. Enter transfer of funds from one investor to another investor, print unposted transfers and post transfers. |
| Periodic Processing | Periodic Processing is run to delete old General Ledger journal entries, closed loans, inactive borrowers and investors and other unnecessary pieces of information. It also |

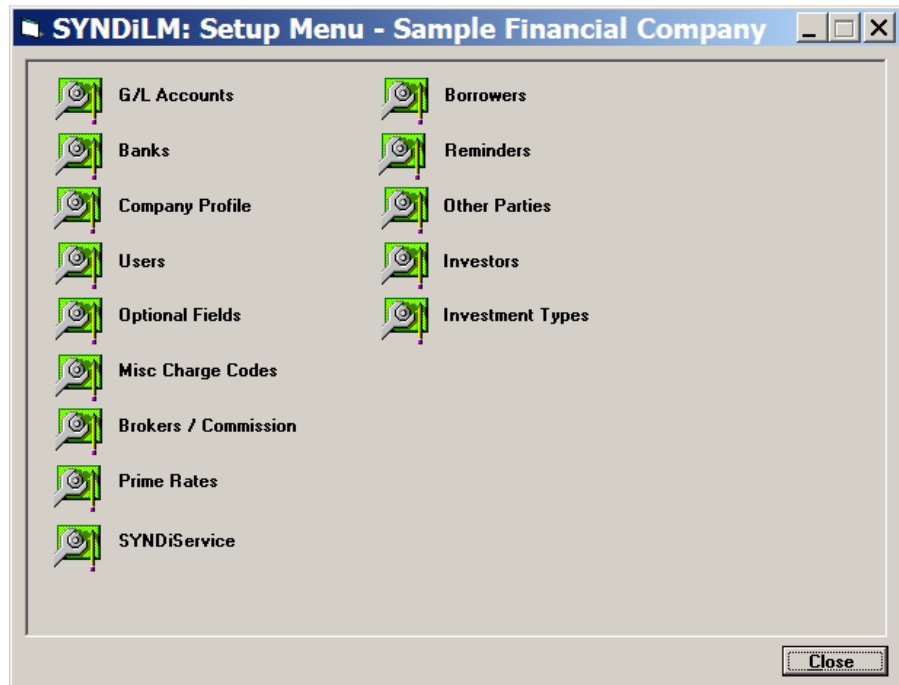
cancels the latest billing if necessary.

**Reports and
Inquiries**

Print various reports generated by the system
or view them on the screen.

3.4. Setup Menu

- 1 Setup Menu is displayed when the user clicks the **Setup** icon on the Main Menu.



- 2 The functions on this screen enable the user to set up various master records as described in Chapter 4.
- 3 The items included on the Setup Menu are as follows:

| | |
|-----------------|---|
| G/L Accounts | Enter the General Ledger account numbers and descriptions. It is important that account numbers correspond to the actual chart of accounts so that you will be able to apply the journal entry properly in your General Ledger. |
| Banks | Banks are used to send direct deposits for investors. You must define at least one bank that will be used internally while setting up Company Profile. |
| Company Profile | This function is used to enter the name and address of your company, various options and parameters that you will use, tax structure and account numbers. |

| | |
|----------------------|--|
| Users | Define new users and change their passwords. This function is available only when you are logged in as ADMIN. |
| Optional Fields | You may define unlimited number of optional fields for borrowers, investors and loans such as loan type, property type, realty taxes etc. to customize the application. |
| Misc Charge Codes | Miscellaneous Charge Codes are used to enter sundry transactions such as NSF charge, lawyer's fees, realty taxes, insurance, management fee etc. |
| Loan Status Codes | There is a status code associated with each loan. When you set up a loan the status code should be 1 (for Active). When the loan is paid out, its status code automatically becomes 0 (for Paid Out). You may define additional status codes, e.g., 2 for Loans in Default, 3 for Power of Sale etc. |
| Brokers / Commission | If you pay commission to brokers or salespersons to bring investor accounts you may acquire SYNDiBroker module to calculate commission and make payments to Brokers. |
| Prime Rates | If you processes loans with interest rates based on prime, set up the rate whenever it changes. The system maintains a table of historical records of Prime Rates. |
| SYNDiService | SYNDiService is an add-on product that runs as a Windows Service on some node in the network. It monitors the database and performs certain predefined functions such as notifying users and sending e-mails to borrowers about their accounts, reminders about unpaid bills etc. |
| Borrowers | Set up name and address of borrowers. |
| Investors | Set up corporate and personal details, fee rate, non-resident tax percentage and bank details of investors. |

| | |
|------------------|--|
| Investment Types | Set up a user defined field to be used in Investors record and investor receipts. |
| Reminders | Reminders are used to enter miscellaneous pieces of information. A note could be flagged to hold billing for a loan starting the specified date so that it pops up to remind the user if certain loan parameters have to be changed before billing is run. |
| Other Parties | Set up names and addresses of parties other than borrowers and investors, such as corporate lawyers handling loans. Tax authorities to whom property tax is remitted, other vendors etc. |

4. The items on the Setup screen are listed in the order in which you will use them. For instance the first item is G/L Accounts since you cannot perform any function without setting up the account set.
5. When you set up the system for the first time, it is important that you follow the sequence shown on the screen.

3.5. Loan and Properties Menu

- 1 Loans and Properties Menu is displayed when the user clicks the **Loans and Properties** icon on the Main Menu.



4. The items listed on the left side of the screen are related to Loans while the items on the right side are related to Properties. If you do not link loans to real estate properties the items on the right side are not displayed.

5. The items included on Loans and Properties Menu are as follows:

| | |
|-------|--|
| Loans | This screen is used to set up a new Loan, review or modify an exiting Loan record or to delete an inactive Loan. |
|-------|--|

| | |
|-----------|--|
| Templates | Every Loan must have a Template which determines various settings for the Loan record and to establish General Ledger accounts to which transactions pertaining to that Loan will be posted. |
|-----------|--|

Before you set up the first Loan in your database, you must set up a Template to which the Loan will belong. You may create more than one Template if necessary.

| | |
|---------------------|--|
| Loan Status Codes | When a new Loan is set up it is assigned Status Code 1 (Active) and when it is paid out the Status Code becomes 0 (Paid Out). You may define additional Loan Status Codes if necessary. |
| Ranks | A user-defined field. |
| Loan Transfer | You may transfer all or a portion of balance from one loan to another. This feature is especially useful in case of Construction Loans where you may set up a loan as the Credit Line with zero or low interest rate and then advanced money from it to another loan as needed. The Borrower ID must be same for both loans. |
| Properties | If Loans are linked to real-estate properties, you may set up a Property using this screen. |
| Property Types | A user-defined field. |
| Property Categories | A user-defined field. |
| Property Classes | A user-defined field. |

6. Following are references in this manual to various functions:

Loans

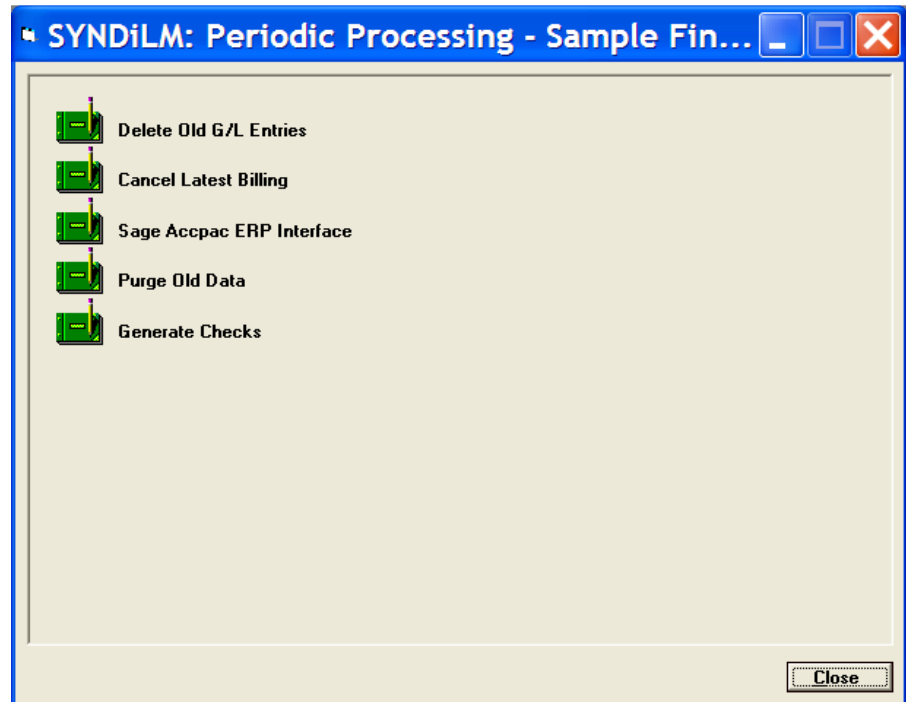
| | |
|-------------------|-------------|
| Loans | Section 5.3 |
| Templates | Section 5.2 |
| Loan Status Codes | Section 4.7 |
| Ranks | Section 5.3 |
| Loan Transfer | Chapter 16 |

Properties

| | |
|---------------------|-------------|
| Properties | Section 5.4 |
| Property Types | Section 5.4 |
| Property Categories | Section 5.4 |
| Property Classes | Section 5.4 |

3.6. Periodic Processing Menu

- 1 Periodic Processing Menu is displayed when the user clicks the **Periodic Processing** icon on the Main Menu.



7. The functions displayed on this screen are run on regular basis, e.g., if SYNDi Loan Manager is interfaced with an accounting package the G/L entries should be transferred on monthly basis. Certain functions, e.g., cancelling latest billing could be run whenever necessary.

8. The items included on Periodic Processing Menu are as follows:

| | |
|------------------------|--|
| Delete Old G/L Entries | If SYNDi Loan Manager is running as a standalone program, this function deletes all G/L entries up to the specified cutoff date. If SYNDi Loan Manager is interfaced with an accounting package, this function deletes all entries that have been transferred to accounting. |
| Cancel Latest Billing | If the Pre-billing Report after running a billing cycle shows unexpected results, e.g., a loan that was due for discharge has actually been renewed but you forgot to renew it before running billing. In such cases you can |

cancel the latest billing provided no borrower receipt has been entered yet.

Accounting
Interface

If SYNDi Loan Manager is interfaced with an accounting system, run this function to

- (1). Copy Chart of Accounts and Banks from the accounting package, and
- (2). Transfer accounting entries to the accounting package.

Each entry transferred to accounting is flagged as “Transferred” so that you cannot transfer it again. Transfer all entries at the end of each period (month).

Generate Checks

This routine produces checks. See Chapter 14 for details.

Prepare T5 Slips

This process is meant for Canadians individuals and corporations. This generates T5 slips for investors earned interest. It must be filed along with tax returns to Canada Revenue Agency (CRA).

3.7. Screen Management

1. All icons and buttons in the application are activated by single mouse click.
2. Hit <Tab> key to move from one field to the next field in a data entry screen. You may also position the cursor inside a field and click the mouse to place the cursor in that field.
3. If the background color of a field is same as the screen color or if the entry inside the field is dimmed, it is read-only and you cannot change the content. On the other hand, if the background is white and the entry is not dimmed, it can be changed.
4. The following table shows various buttons found on data entry and inquiry screens:



Finder is used to display a list of all records in a table.



Scroll is used display previous or next record by hitting up or down arrow.



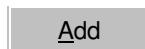
New is used to clear the screen while setting up a new record.



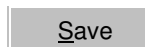
Fly is used to open another screen and add or modify a record on the fly.



Calendar appears next to some date fields and can be clicked to select the date instead of being entered through the keyboard.



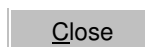
Click **Add** button to add a new record.



Click **Save** button to save an existing record.



Click **Delete** button to delete an existing record. The system prompts the user to confirm if the record should be deleted.



Click **Close** button to close the screen.

5. If you are adding a new record the **Delete** button is normally disabled. When you click **Add** button the system checks the validity of data. If every field has been filled properly, the record is added but still stays on the screen in case you want to change a field or

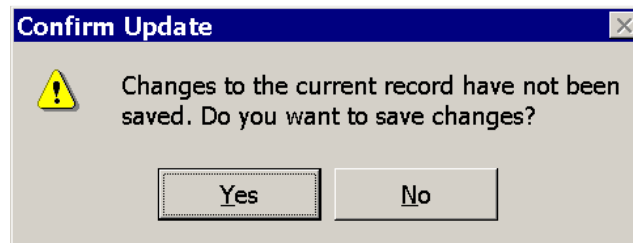
delete the entire record. The **Add** button is replaced by the **Save** button and the **Delete** button becomes enabled.

6. If you access an existing record, the **Save** button remains disabled until you change any field. The **Delete** button is enabled in case you want to delete the record.
7. If you delete a record, the **Add** button becomes enabled and the record remains on the screen in case you want to add it back.
8. If you hit **New**, **Scroll** or **Close** while adding a new record or just after deleting a record, the system displays the following message:



If you have deleted a record inadvertently or have forgotten to click the **Add** button, click **Yes** to save the record before proceeding.

9. If you hit **New**, **Scroll** or **Close** while changing an existing record, the system displays the following message:



If you have forgotten to save changes, click **Yes** to save the record before proceeding.

10. Before adding or saving a record, the system checks each field for errors. If an error is encountered, it displays an error message and returns to the edit mode.
11. All dates are displayed by the system in the format set in Windows. Thus if the format has been set as m/dd/yyyy, the system will display August 3, 2003 as 8/03/2003. On data entry screens, however, the format for date fields will be mm/dd/yyyy, reserving two digits for month and two digits for day so that you will enter the date as 08/03/2003.

12. Amount fields should be type in dollars and cents, e.,g., 2365.29 for positive values or -2365.29 for negative values. However these numbers are displayed as 2,365.29 or (2,365.29). Make sure that you do not type dollar sign, comma or parentheses. It is not necessary to type zero cents. For instance -2365 is displayed as (2,365.00).
13. Percentage fields can be typed and are displayed up to four decimal places. For instance 10.5% is displayed as 10.5000%.
14. Rates are displayed up to 3 decimal places with a plus or minus sign. For instance -2.310 means prime minus 2.31 in percentage.

3.8. Finder Button

1. **Finder** button (see Section 3.8) is normally located on the right side of a field. You may either enter a value in the field or use **Finder** button to display a search screen listing all records in a table and then select a record from there.

Search Borrowers

Find: J

| BorrowerID | Description | Address1 | Address2 |
|------------|-------------------------|----------------------|----------|
| BELCAT | Bell Catering | 1160 Birchmount Road | |
| BLOJIM | Jim Blouski | 1160 Birchmount Road | |
| DATSYS | Dataflow Systems | 1160 Birchmount Road | |
| FULSLA | Full Slate Holdings Ltd | 1160 Birchmount Road | |
| GOLREA | Goldberg Realty | 1160 Birchmount Road | |
| ▶ JACPAR | Jacobson Partners Ltd | 1160 Birchmount Road | |
| LINWEI | Wei Cheng Lin | 1160 Birchmount Road | |
| QUEPLA | Queen's Place | 1160 Birchmount Road | |
| SAMSAM | Samuel Sampson | 1160 Birchmount Road | |
| SRIHEN | Henry Srinivasan | 1160 Birchmount Road | |

Select Close

2. If the field on which you have clicked **Finder** is blank, the search screen displays all records in the table and the Find field is shown as blank. If the number of records is larger than the screen can accommodate, you could use the scroll area on the right side of the screen to browse through the table.
3. If the field on which you have clicked **Finder** is not blank, the entry is shown in the Find field on search screen and the table displays records starting with the value in the field.
4. To start search from the middle of the table, enter the value in the Find field and the display in the table gets modified. For instance if you type 2 in the Find field the table will show all account numbers starting with 2.

Find: 2

| Account | Description |
|---------|---------------------------|
| ▶ 2100 | Accounts Payable |
| 2200 | GST Payable |
| 2300 | Payable to Investors |
| 2400 | Interest for Distribution |
| 2500 | Non-Resident Tax |
| 4400 | Fee Income |
| 5000 | Rounding Errors |

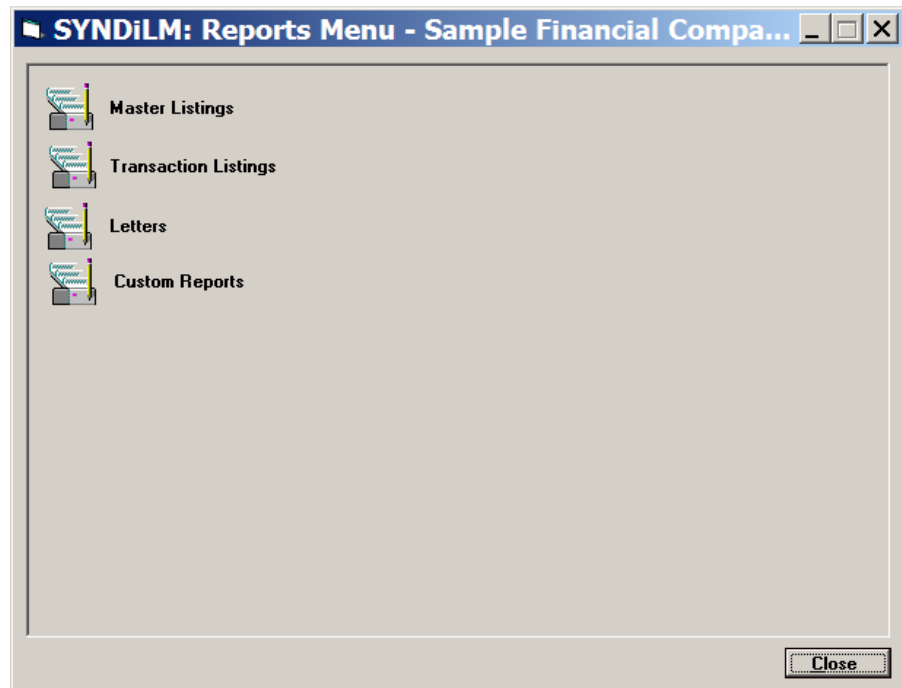
5. When the desired record has been found, click in the record selector area and then click **Select** to exit.

3.9. Printing Reports

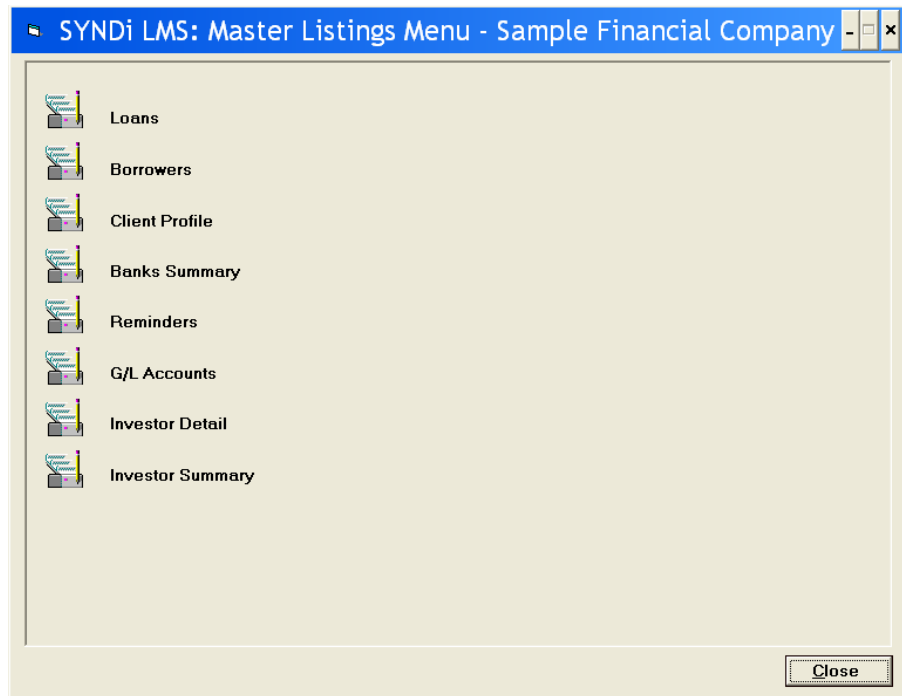
1. Reports and Inquiries Menu is displayed when the user clicks the **Reports and Inquiries** icon on Main Menu.

The reports generated by SYNDi Loan Manager fall into three categories:

| | |
|----------------------|---|
| Master Listings | These listings show static information about loans, borrowers and investors. |
| Transaction Listings | These reports list various types of transactions generated during loan processing cycle. |
| Letters | A number of letters generated by brokers can be printed through the program. |
| Custom Reports | You can create reports in Microsoft Excel while importing data from SYNDi on the fly. These reports typically contain Excel macros which will import relevant data and massage it. All such Excel worksheets should be save in dblocation\Templates\CustomReports folder. |

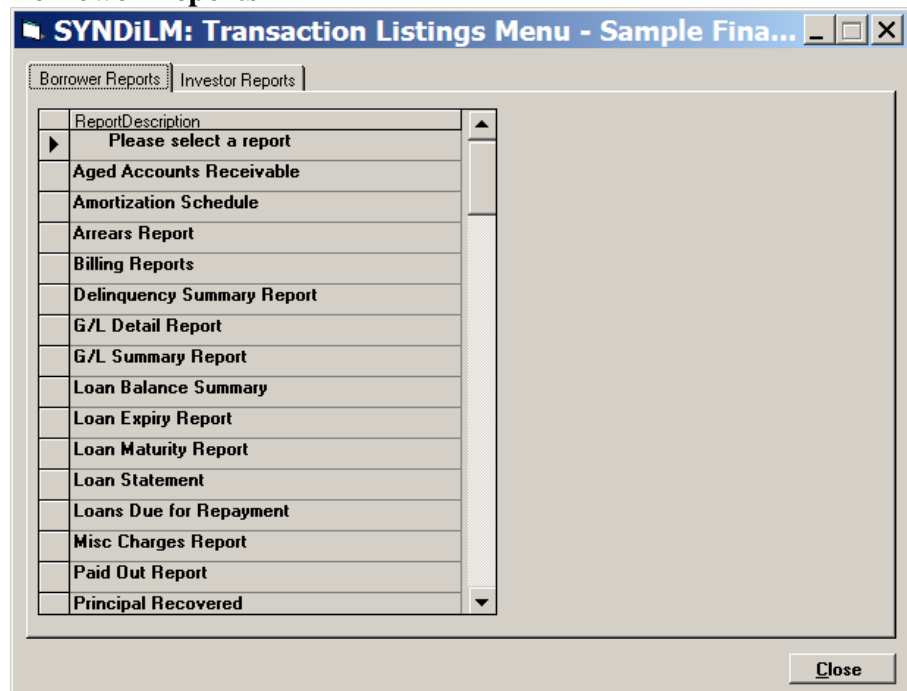


2. Master Listings.

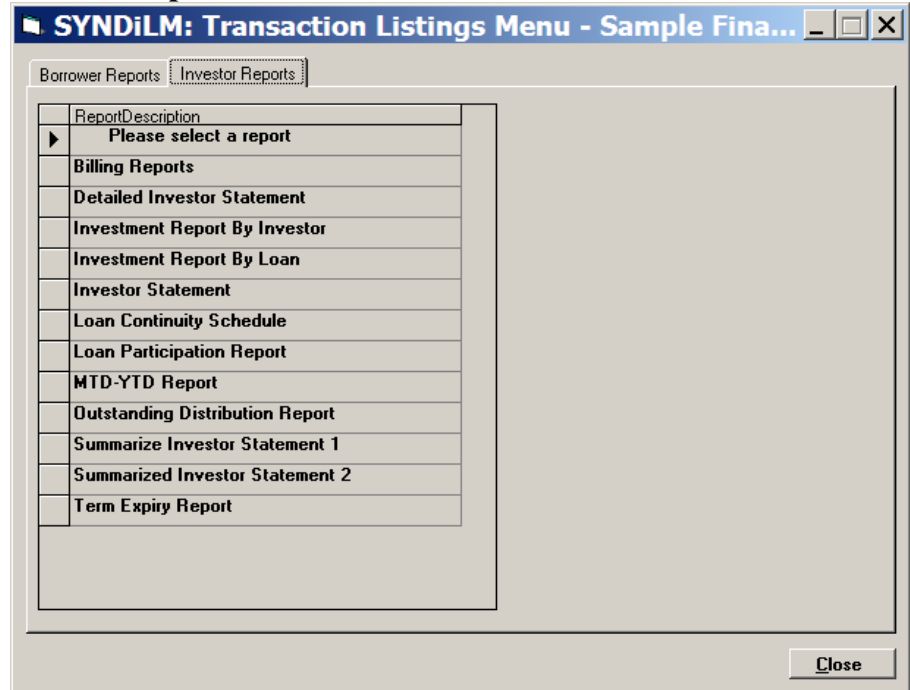


3. Transaction Listings

Borrower Reports



Investor Reports



4. **Letters.**

You may design customized letters to borrowers, investors and other parties using Mail Merge in Microsoft Word. For details please consult SYNDi manual entitled *Microsoft Office Integration*, Chapter 1.

5. When a report is selected, the following screen is displayed:

Enter Report Range

Investor Statement

Destination ☒ Screen ☐ Printer ☐ E-Mail/Fax

Investor ID

Between and

Date

Between and

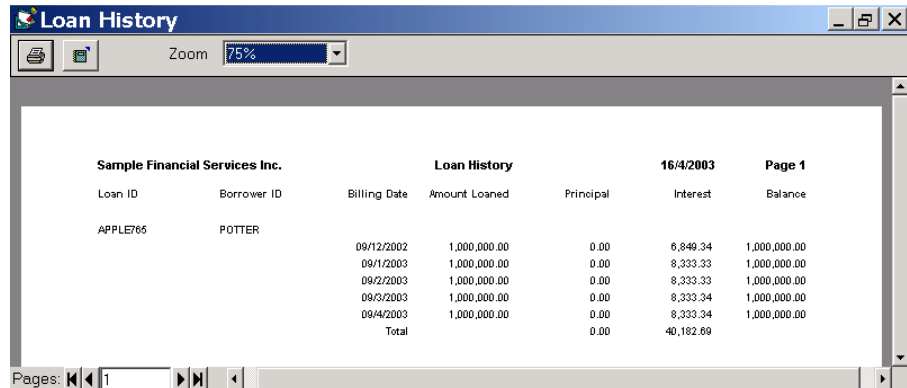
Level ☒ Detailed ☐ Summary

☒ include receipts

Continue **Cancel**

6. Under Destination, check Screen and/or Printer. The E-Mail/Fax option is available on certain reports only. You must choose at least one destination. If you select Screen, the report is displayed on the screen whereas if you select Printer, it is sent to the printer. If you select both, the report is displayed on the screen first and it is sent to the printer after you close the screen display.
7. Under Range 1, enter the From and To range of Investor ID or Loan ID depending on the report. The From field is normally blank while the To field shows a row of Z's. If you want to print a report displaying all loans or investors, do not change these fields otherwise enter the proper range. Note that the value in the To field cannot be less than the value in the From field.
8. Under Range 2, enter the From and To range of transaction dates. The From field normally displays January 1 of the current year , while the To field shows the current date. If you want to print a report displaying records for all dates between the beginning of the year and the current date, do not change these fields otherwise enter the proper range. Note that the value in the To field cannot be less than the value in the From field.
9. The Detailed / Summary option is available on certain reports only. If displayed, select whether you will print the detailed report or the summary report.

10. For certain reports the fields under Range 1 and/or Range 2 may be disabled if they are irrelevant.
11. Click **Continue** to generate the report or **Cancel** to exit the screen without generating the report.
12. If you have chosen Screen as the Destination, the report is displayed as follows:



| Sample Financial Services Inc. | | Loan History | | 16/4/2003 | | Page 1 |
|--------------------------------|-------------|--------------|---------------|-----------|-----------|--------------|
| Loan ID | Borrower ID | Billing Date | Amount Loaned | Principal | Interest | Balance |
| APPLE765 | POTTER | 09/12/2002 | 1,000,000.00 | 0.00 | 8,849.34 | 1,000,000.00 |
| | | 09/1/2003 | 1,000,000.00 | 0.00 | 8,333.33 | 1,000,000.00 |
| | | 09/2/2003 | 1,000,000.00 | 0.00 | 8,333.33 | 1,000,000.00 |
| | | 09/3/2003 | 1,000,000.00 | 0.00 | 8,333.34 | 1,000,000.00 |
| | | 09/4/2003 | 1,000,000.00 | 0.00 | 8,333.34 | 1,000,000.00 |
| | | Total | | 0.00 | 40,162.09 | |

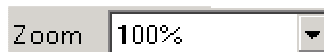
13. The fields shown on the screen are described below:



Print: If you have not chosen printer as the destination, you may still print the report by clicking the **Print** icon on the top left hand corner of the screen. Before the report is sent to the printer, the Printer Setup screen is displayed. Make sure to set the printer orientation to Portrait or Landscape depending on the report unless you have already chosen printer as a destination.



Export: Click to save the report as HTML or Text file.



Zoom: Select the magnification to view the report properly.



Pages: Click left and right arrow buttons to browse through the report.

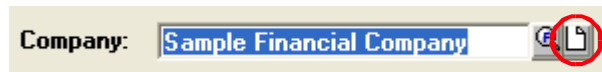
14. Some of the reports can be e-mailed or faxed to the invertors. Choose E-Mail / Fax as the print destination wherever available. The system exports the report as an HTML file and saves it in

Reports folder within the Application Folder. It then uses Microsoft Outlook to send the report to the investor.

15. The system looks for the e-mail address in the investor record to send the report. If the e-mail address is blank, it uses the fax number to fax the report. If the fax number is blank as well, a message is displayed and the report is not sent to the investor..


3.10. Setting up a New Company

1. After you have played with Sample Financial Company, it is time to set up your own company. SYNDi Loan Manager allows you to set up multiple companies if necessary.
2. If you are using Microsoft Access, a blank database will be created automatically by SYNDi. However, if you are using SQL Server database, you will have to create it before getting into SYNDi. (Please see Section 3.14). On Login Menu, click the Manage button next to Company Name.



3. The following screen is displayed:

SYNDiLM: Manage Companies

Company Name: 

Database Type: ☐ Microsoft Access ☒ Microsoft SQL Server

Database Location:

SQL Server Name:

Database Name:

User ID: Password:

Does this company have SYNDi Service? ☒ Yes ☐ No

Company List

| Company | DBName | DBLocation | DBType |
|---------------------------|-------------|------------------|--------|
| ▶ Acme Financial Services | Acme | c:\Database\Acme | 1 |
| Sample Financial Company | SYNDiSample | | 0 |

4. The fields shown on the screen are described below:

Company Name Enter the name of the company to be set up (maximum 60 characters)



New is used to clear the screen while setting up a new company.

Database Type SYNDi Loan Manager allows two database

types, i.e., Microsoft Access and Microsoft SQL Server. If you decide to use the former you do not need to have Microsoft Access on your system. However, if you decide to use SQL Server, you must have it already installed on the system.

Please note that the SQL Server installation is available mainly for high volume installation.

Database Location Enter the folder in which you want to locate the database. You may also point to the desired folder by clicking the Browse button.

Database Location has two functions: (1). It has all subfolders in which documents and templates reside, and (2). If you are using Microsoft Access, the mdb file is located in this folder. If you are using SQL Server database the mdf and ldf files do not have to be necessarily located in this folder.

Server Name If you are using Microsoft Access leave the Server Name blank otherwise enter the name of the SQL Server on which the database is located.

Database Name Enter the name of the database file to be created. If you are using Microsoft Access, SYNDi creates the mdb file whereas for SQL Server you must create the database manually as shown in Section 3.14.

Please do not enter the extension of the database name. For instance, in case of Acme just enter Acme instead of Acme.mdb.

User ID Leave the User ID blank if you are attaching to the database through trusted connection otherwise enter the User ID that will authorize you to connect to the database.

Password If User ID is blank please leave the Password field blank otherwise enter appropriate value.

Does the Company have **SYNDiService** is an add-on product that runs as a Windows Service on some node in the

SYNDiService? network. It monitors the database and performs certain predefined functions such as notifying users and sending e-mails to borrowers about their accounts, reminders about unpaid bills etc.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

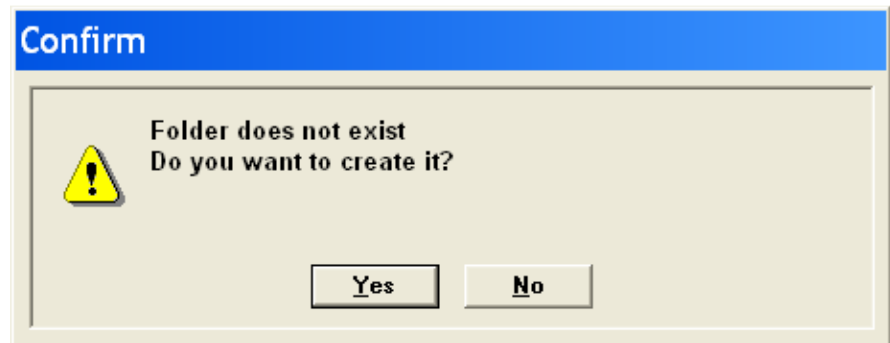
Delete

Click to delete an existing record.

Close

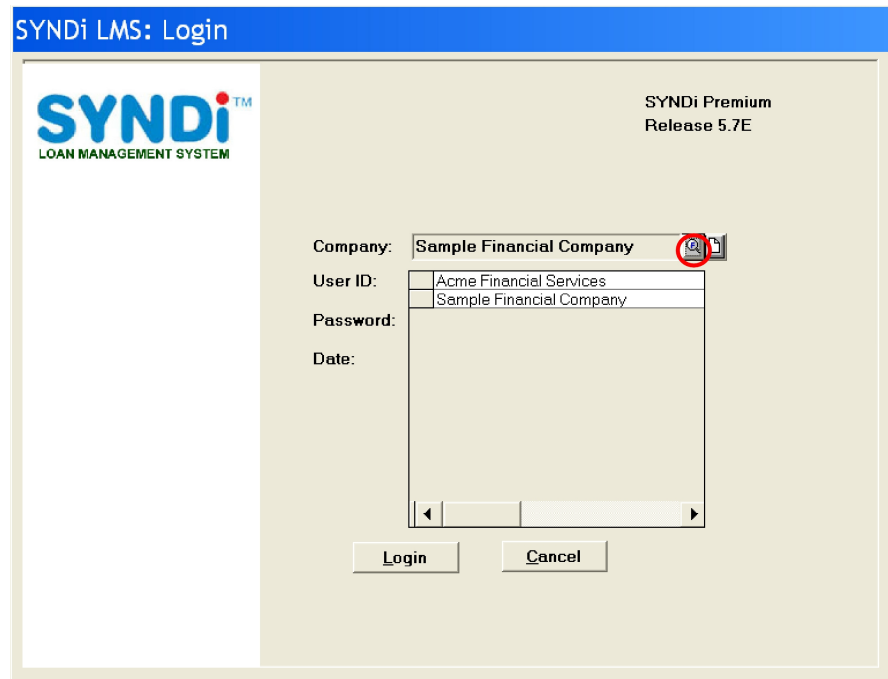
Click to close the screen.

5. To set up a new company, click **Add**. The system will check the folder in which the database will reside. We will refer to it as the **Database Location**. It is important that this folder must exist and that you must have full access rights to it. If the folder is located on network, you must assign a drive letter to its root. It is desirable but not necessary to keep the database in the **Application Folder**.
6. If the specified folder does not exist, the following message is displayed:

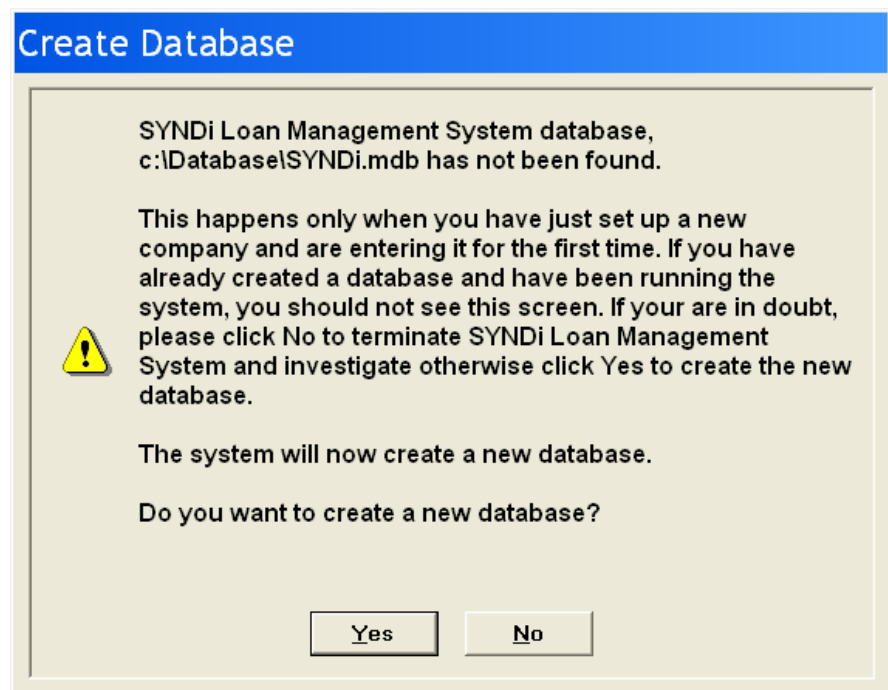


Click Yes to create the folder. Click Add again to add the database specifications to the Company List.

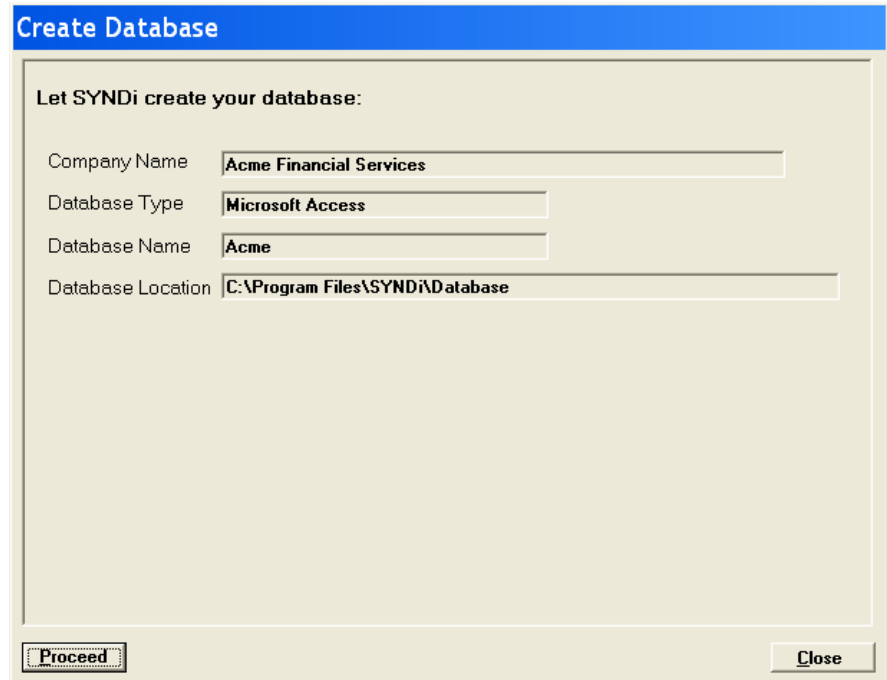
7. The new database appears in the Company List.
8. Click **Close** to close the screen and return to Login screen. Click the **Finder** button next to Company Name to display a list of all companies already set up.



9. Double-click on Acme Financial Services to choose it. Then click **Login**. The following message is displayed:



10. Click **Yes** to create the new database. The following screen is displayed:



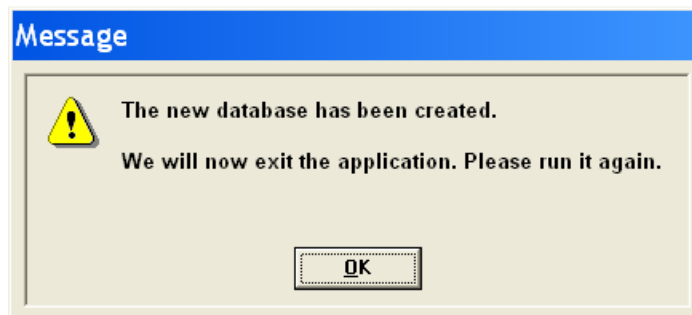
The 'Create Database' dialog box has a blue title bar. Below the title bar, it says 'Let SYNDi create your database:'. There are four input fields: 'Company Name' with 'Acme Financial Services', 'Database Type' with 'Microsoft Access', 'Database Name' with 'Acme', and 'Database Location' with 'C:\Program Files\SYNDi\Database'. At the bottom, there are 'Proceed' and 'Close' buttons.

| | |
|-------------------|---------------------------------|
| Company Name | Acme Financial Services |
| Database Type | Microsoft Access |
| Database Name | Acme |
| Database Location | C:\Program Files\SYNDi\Database |

11. Click **Proceed**.

At this point the system creates the mdb or mdx file depending on whether you are using Microsoft Access or SQL Server.

12. If no error is encountered during the creation of the database, the following message is displayed:



13. Click **OK** to exit the screen. SYNDi is terminated to initialize the database.
14. Run SYNDi again to enter the system..

3.11. Creating Sub-Folders

While creating the database, SYNDi Loan Manager also creates the following sub-folders in the **Database Location**:

Templates This folder contains document templates for various form and letters. When SYNDi Loan Manager is installed, it includes the following files as Microsoft Word templates:

PayoutStatement.dot
MasterDischargeNotice.dot
InvestorDischargeNotice.dot
CheckLayout.dot
NSFLetters.dot

When the program is run for the first time these files are copied automatically into Templates sub-folder and renamed as follows:

| | |
|-------------------|--------------------------------|
| Payout.dot | Payout Statement |
| BorDiscNotice.dot | Discharge Notice for Borrower |
| InvDiscNotice.dot | Discharge Notice for Investors |
| CheckLayout.dot | Layout for checks. |

Documents SYNDi Loan Manager uses this folder to place documents created during various functions, e.g., when a loan is discharge it creates a Payout Statement, a Discharge Notice for the borrower and a Discharge Notice for each investor. These documents are named as follows:

Payout_ yyyyMMddhhmmdd.doc
DischargeNotice_Borrower_ yyyyMMddhhmmdd.doc
DischargeNotice_InvestorID_ReceiptNo_ yyyyMMddhhmmdd.doc

where *ReceiptNo* is the receipt number generated at the time of entering investor contribution to the loan and yyyyMMddhhmmdd is the date and time (year-month-day-hour-minutes-second) at which the report was generated.

SYNDi creates a folder *database location\Documents\Loans\LoanID* for each loan and saves the document in that folder.

| | |
|---------|--|
| Reports | This folder is used to save various reports generated by the program and by users. |
|---------|--|

3.12. Setting up Workstations

The Trial version does not include workstation setup files. After you gave purchased the system you will receive a setup file from INDUS to install Visual Basic and database runtime system. Alternatively, you may run setup.exe from the file you have already downloaded but, before you run the system, point the shortcut to the Application Folder you have installed the system in as follows, assuming that your are running the system on Windows 2000 platform:

1. Click **Start > Programs>SYNDi Loan Manager**.
2. Position the cursor on **SYNDi** and right-click.
3. Select Properties.
4. Change the target to point to the correct location of SYNDi.exe, e.g., L:\SYNDi\SYNDi.exe.

You may also create a Shortcut on the Desktop to run SYNDi.exe from the Application Folder.

3.13. Upgrading SYNDi Loan Manager

1. If you are already running an old version of the program, you should upgrade it to the new version to take advantage of new functionality and to fix any bugs in the old version.
2. Before you upgrade SYNDi Loan Manager to the latest version make sure that you have received the Activation Key for the new version from INDUS SYSTEMS. All clients who are currently subscribing to the annual Software Assurance program are eligible to receive the Activation Key for the new version without any charge.
3. Locate the folder in which SYNDi Loan Manager has been installed on your network. We will call it Application Folder.
4. Locate the folder called \Setup within the application folder. If not found create one.
5. Download SYNDi.zip from <http://www.SYNDi.ca>, save it in the \Setup sub-folder and unzip it.
6. Get into \Templates in the Database Location and locate the following files:

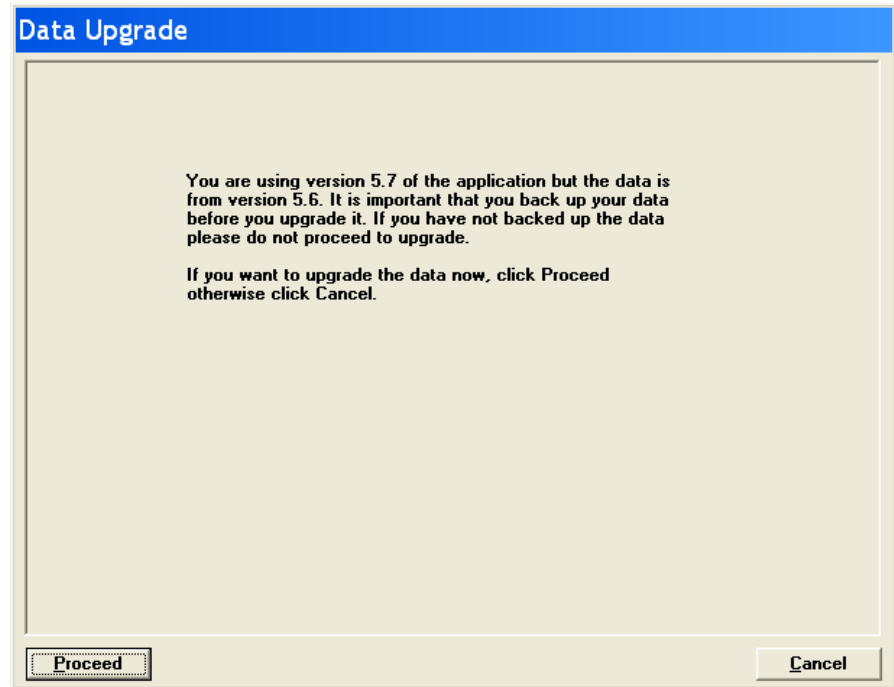
| | |
|-------------------|---|
| CheckLayout.dot | Document Template for check layout |
| BorDiscNotice.dot | Document Template for Borrower Discharge Notice |
| InvDiscNotice.dot | Document Template for Investor Discharge Notice |
| Payout.dot | Document Template for Payout Statement |
| NSFLetter.dot | Document Template for Payment Return Letter |

These templates may not be compatible with the new version of SYNDi Loan Manager and should be deleted. When the program does not find them in that folder it copies new templates from the Application Folder. However, if you have customized these templates or have embedded you company logo your changes will be lost. One strategy could be to leave them there for the time being and see how the new version of SYNDi Loan Manager treats them. If you start getting errors in one or more templates you may have to delete them and run the program so that it copies the latest template. After that you can customize those templates.

7. Install SYNDi Loan Manager as described in Section 2.1 of the User Manual. Make sure that you install it in the same folder in which it

was installed initially otherwise you may get version conflicts.

8. Run SYNDi Loan Manager and **Activate** it using the Activation Key for the new version.
9. When the database is opened the following screen is displayed:



10. It is recommended that you make a copy of SYNDi.mdb in case you have to revert to it. If you have not already done so, click **Cancel** and run the program again after making a backup copy. Click **Proceed** to upgrade the database.
11. The upgrade process may take a few minutes depending on the volume of data. The program displays the progress of conversion as it goes through various tables and modifies them. Please do not turn the machine off while the conversion is in progress.
12. Please note that once a database has been upgrading it cannot be used with an older version of the program.
13. When conversion is completed, the program confirms that Data Upgrade is successful and displays main menu.

3.14. Creating SQL Server Database

A. Creating SQL Server Database

1. SYNDi uses SQL Native Client to connect to the database. If you have SQLExpress installed, you will have to download the SQL Active Client from Microsoft otherwise it gets installed automatically in full-blown version of SQL Server. However, it is not recommended to use SQLExpress with SYNDi.
2. In this section we are using the user interface for Microsoft SQL Server 2008. If you have a different version the interface may be slightly different.
3. Suppose you are creating a SYNDi database for Acme Financial Services and want to call the database “Acme”. Run SQL Server Management Studio, right-click on Databases folder and choose New Database. Enter Acme for the database name and click OK.
4. Once the database Acme has been created it is blank and you have to create necessary tables in it. It can be done as follows:
 - (a). Run SQL Server Management Studio.
 - (b). Expand Databases folder and double-click on Acme.
 - (c). Click File->Open -> File and point to **CreateSYNDiMDF.sql** in the Application Folder (where SYNDi is installed.) This file contains the script to create necessary tables.
 - (d). Once the script is loaded, click Execute to create tables.
5. Next you have to create a User Group called SYNDiGroup. It is preferable to create it as a Domain User Group. However, you may decide to create it as a Local user Group. Both methods are

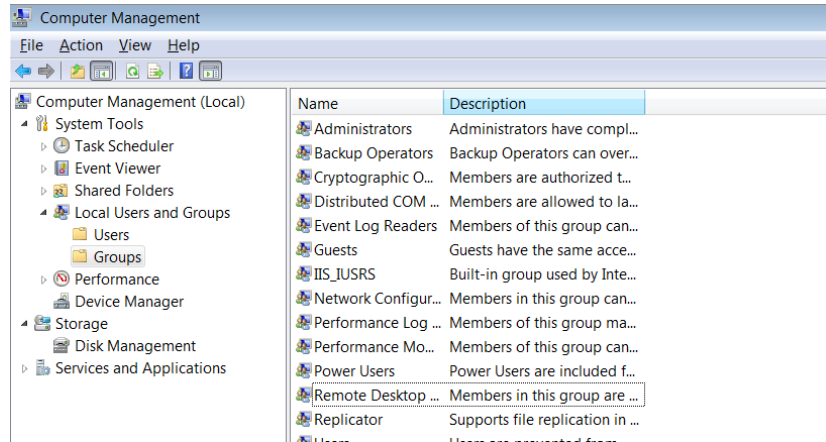
B. Creating Domain User Group

6. Get your system administrator to create a domain user group called SYNDiGroup and add all users who will be accessing SYNDi database to that group.
7. Skip the steps given below and proceed directly to the steps under Section E.

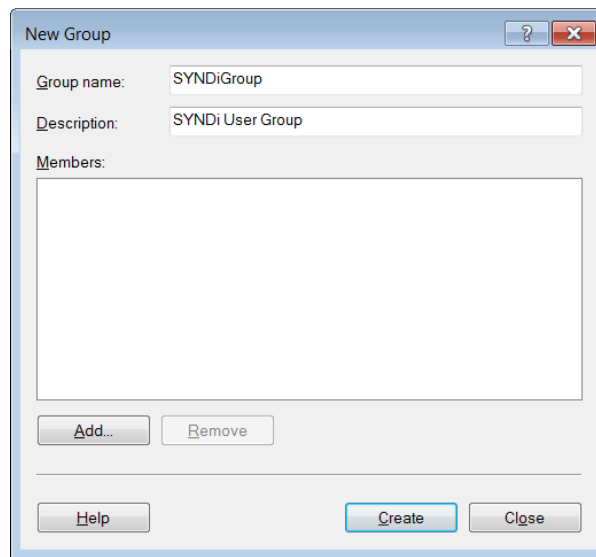
C. Creating Local User Group

8. Login as Administrator on the computer on which SQL Server is installed. The following screens assume that you are using Windows

7. The actual display may vary with the operating system.
9. Go to Control Panel -> Administrative Tools -> Computer Management -> Local Users and Groups to display the following screen:

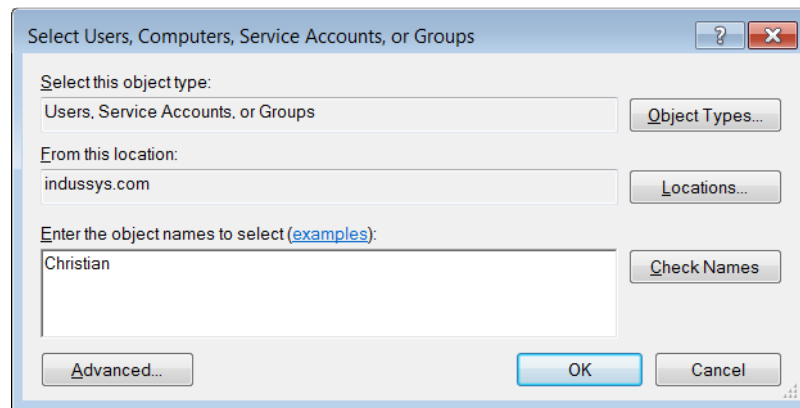


10. Right-click on Group and select “New Group” to display the following screen. Enter SYNDiGroup and a description. Click create to create the group.

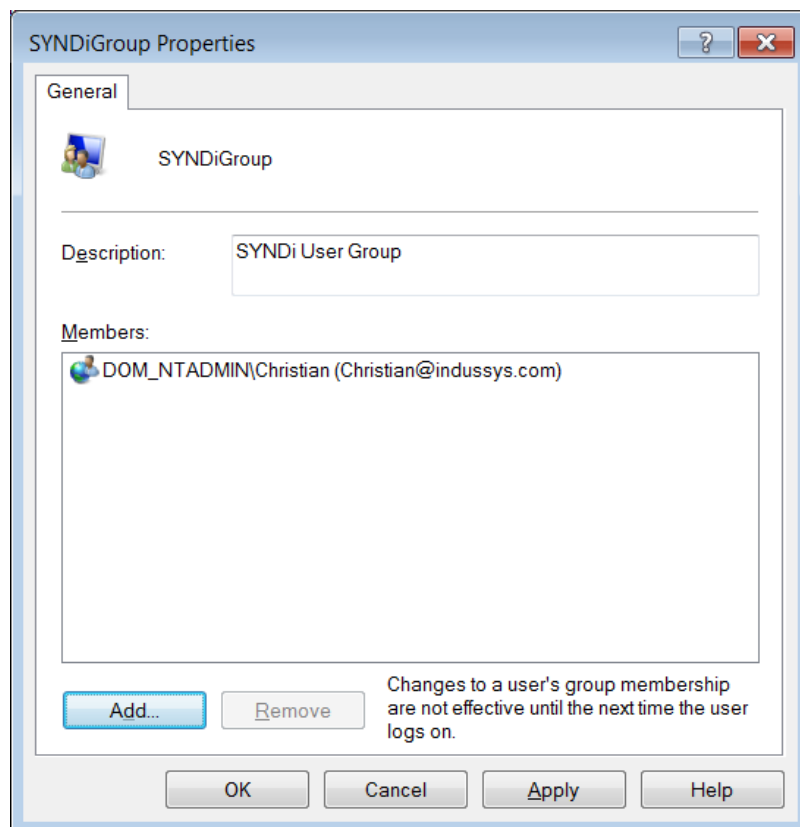


D. Adding Users to Local User Group

11. While on Computer Management screen in Control Panel double-click SYNDiGroup from the list of groups in the right panel. The Group Properties screen is displayed showing a list of users in Members box. It should be blank at this point.
12. Click the Add button to display the following screen.



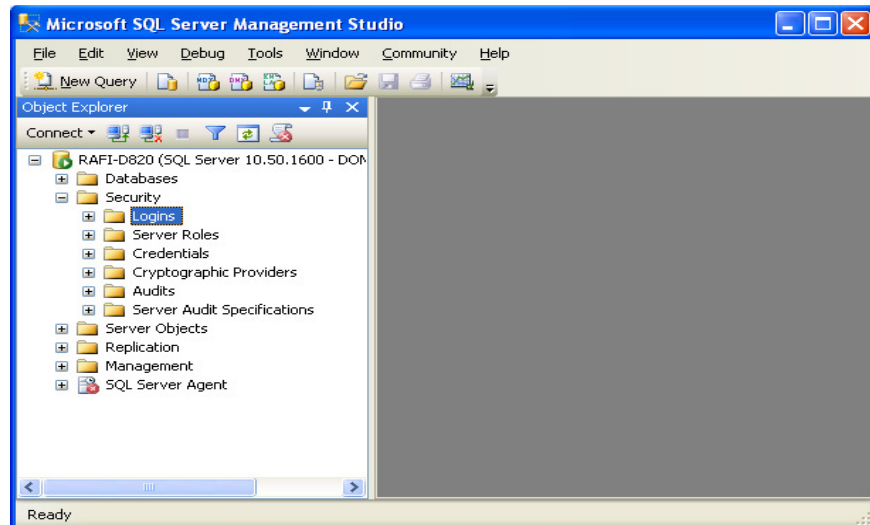
13. Type the login IDs or names of users in the object name box. Hit carriage-return after each name. You may click Check Name to allow the system to check if all users in the list are valid. Click OK. If the user is valid it is added as a member of SYNDiGroup and the group Properties window is displayed again as shown below.



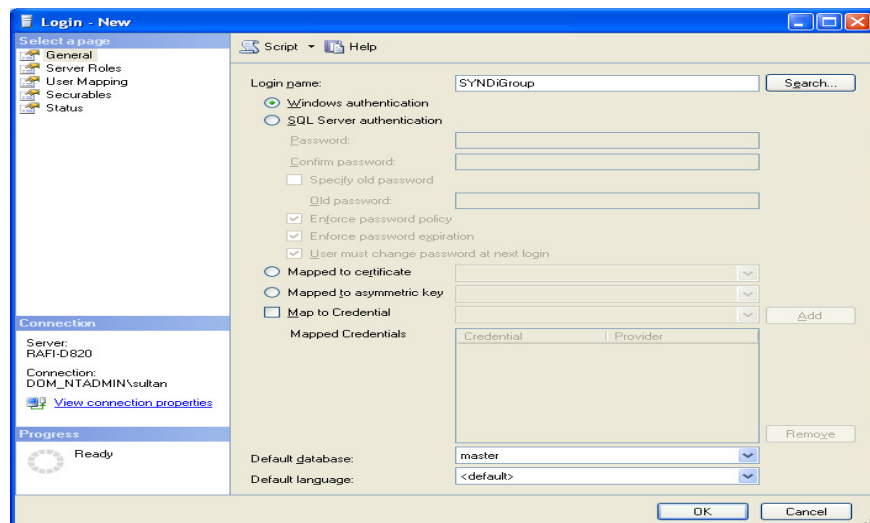
14. You can click Add to add another user or click OK on the group properties screen.

E. Linking User Group to SYNDi Database

15. You must link SYNDiGroup to Acme database.
16. Open SQL Server Management Studio if not already in it.
17. Expand the Security folder to expose a list of all folders and right-click on the Login folder.



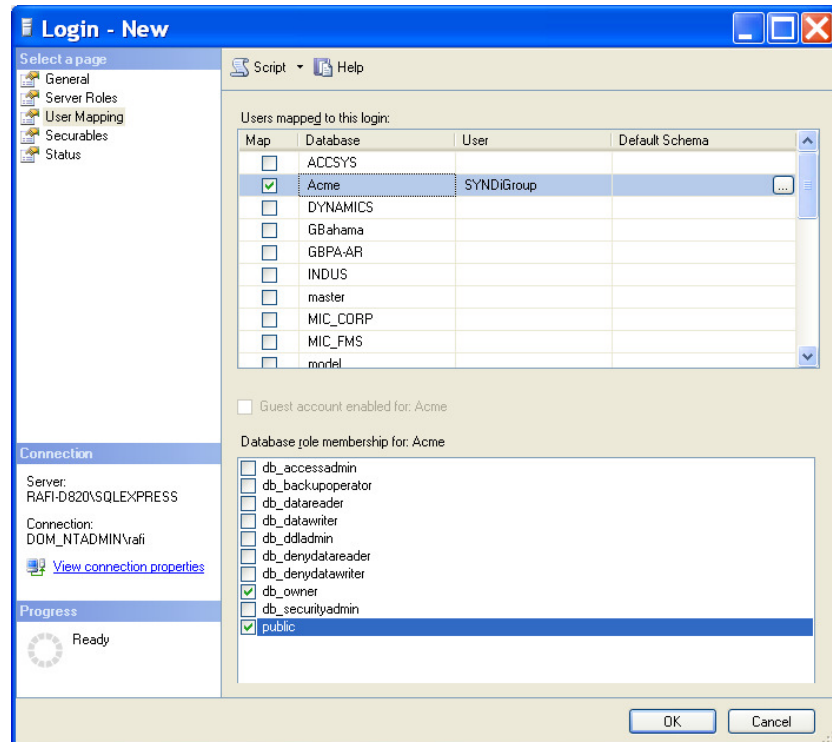
18. Select New Login option to display the following screen:



19. Enter SYNDiGroup in Login Name field or choose Search.
20. Click the User Mapping in the left Panel of the screen and select Acme from the list of databases in right panel by putting a checkmark in the empty checkbox. This will enable SYNDiGroup

full access to Acme.

21. Check db_owner and Public in Database role membership section of the screen.



22. Click OK to save the login configuration for the newly created link.
23. You are ready to enter database information in the **Manage Companies** screen. (See section 3.10.)

3.15. Common Problems with SQL Server Databases

1. There could be a few issues with the workstation install, e.g., with:
 - (a). You may have forgotten to disable UAC on the workstation
 - (b). The Windows firewall may be running on the server but the necessary ports may have not been opened for sql server.
2. Here is a common problem for people who are not familiar with Sql server setup. The sql server installation program does not automatically open the appropriate ports during installation nor does it warn you that you need to open any ports. If you are using any software firewalls on the sql server, you should not forget to open the appropriate ports.

Chapter 4

Setting up the Application

4.1. G/L Accounts

1. SYNDi Loan Manager provides a journal entry to be applied to your General Ledger. However, at this point you may not be interested in setting up G/L accounts since your priority may be to set up loans and get started. The program automatically sets up account number 9999 as a dummy account and applies all transactions to this account. If you are not interested in setting up G/L accounts at this point, you may let the program use this account and change it later. In this case just skip this section and move on.
2. You need to set up G/L Accounts in SYNDi Loan Manager only if you are using it as a standalone package. If it is integrated with an accounting package like QuickBooks, Sage Accpac or Simply Accounting, as established in Company Profile Setup, it will copy the chart of accounts from that package. In that case you can skip this section altogether.
3. Click G/L Accounts on Setup screen to display the following screen:

The screenshot shows a software window titled "SYNDi LMS: Accounts Setup - Sample Financial Company". Inside the window, there are several input fields and buttons. The "Account No." field contains the value "1020". The "Description" field contains the text "Bank 1 - in Trust". The "Account Type" is set to "Asset" via a dropdown menu. The "Normal Balance" is set to "Debit" via a dropdown menu. There is a checkbox labeled "Retained Earning?" which is currently unchecked. At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

4. G/L Accounts are required to generate journal entries as transactions are posted.

General Ledger Treatment

You will need to set up a set of G/L accounts to maintain the flow of transactions. Following is the G/L treatment of various transactions:

1. Investor Receipts

In a typical scenario, when a Loan is set up, you form a syndicate consisting of one or more investors. As their checks are received they are deposited in a trust account. The G/L entry for the transaction is:

DR Bank (in Trust - Asset)
CR Investors (in Trust - Asset)

Both of these accounts are defined as assets and act as clearing accounts.

2. Borrower Payments

When contributions from all investors have been received, money is advanced to the borrower and the following journal entry is made:

DR Loan Receivable (Asset)
CR Bank (in Trust - Asset)

This clears the Bank account and leaves the amount in Loan Receivable account.

3. Billing

Billing calculates the monthly installment containing interest plus any principal paid as blended payment or as lump sum. The journal entry is as follows:

DR Receivable from Borrowers (Asset)
CR Loan Receivable (principal portion - Asset)
CR Interest for Distribution (interest portion - Liability)

The system also calculates deductions from the interest and calculates the amount payable to investors:

DR Interest for Distribution (Liability)
CR Management Fee Income (Revenue)

CR Sales Tax 1 Payable (Liability)
 CR Sales Tax 2 Payable (Liability)
 CR Sales Tax 3 Payable (Liability)
 CR Non-Resident Tax Payable (Liability)
 CR Payable to investors (interest minus deductions Liability)

The system allows up to three accounts for sales tax on management fee. The non-resident tax is calculated as a percentage of interest after deducting management fee and sales taxes if any.

4. Borrower Receipts

When monthly installment received from a borrower, is entered into the system, it generates the following journal entry:

DR Bank (in Trust – Asset)
 CR Receivable from Borrowers (Asset)

5. Investor Payments

Finally the installment from the borrower is distributed to investors and the system generates the following entry:

DR Investors (in Trust, principal portion – Asset)
 DR Payable to investors (interest minus deductions Liability)
 CR Bank (in Trust – Asset)

Following is a simple set of G/L accounts:

Assets

| | |
|------|---------------------------|
| 1020 | Bank 1 (in Trust) |
| 1030 | Bank 2 (in Trust) |
| 1040 | Loan Receivable |
| 1050 | Investors (in Trust) |
| 1200 | Receivable from Borrowers |

Liabilities

| | |
|------|---------------------------|
| 2200 | Sales Tax 1 Payable |
| 2210 | Sales Tax 2 Payable |
| 2220 | Sales Tax 3 Payable |
| 2300 | Payable to Investors |
| 2400 | Interest for Distribution |
| 2500 | Non-Resident Tax Payable |

Revenue

| | |
|------|------------|
| 4400 | Fee Income |
|------|------------|

| | |
|----------|-----------------|
| Expenses | |
| 5000 | Rounding Errors |

The system allows up to 45 characters in the account number that ensures flexibility needed to handle any type of General Ledger.

- 3 The fields shown on the screen are described below:

Account No: A code set up to identify a General Ledger account, maximum 45 alphanumeric characters; user defined.



Finder is used to display a list of all accounts in the G/L Accounts table.



Scroll is used to display previous or next account number by hitting up or down arrow.

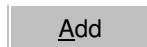


New is used to clear the screen while setting up a new account number.

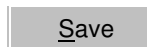
Description Account description, maximum 60 alphanumeric characters.

Account Type Account Type can be Asset, Liability, Equity, Revenue or Expense. An equity type account could be flagged as Retained Earning.

Normal Balance Normal Balance can be debit or credit. Assets and Expenses are normally of Debit type while Liabilities, Equity and Revenues are normally of Credit type.



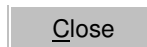
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.



Click to close the screen.

4. To set up a new G/L Account, click **New** to clear the screen. Enter the account number. If the account number is already present in the table, the data is displayed and the Description could be modified.

5. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
6. To modify an existing record, enter the Account Number or use **Finder** to select a record. Enter the new description and click **Save** to save changes.
7. To delete a record, click **Delete**. You cannot delete an account number that has already been assigned in company profile or has been used in generating journal entries.

4.2. Banks

1. You will need to set up at least one bank with which you do banking so that your Bank Code and Account Number may be printed on the Bank Deposit Report. If you use electronic funds transfer to pay the investors you will have to set up their bank account codes as well.
2. Click Banks on Setup screen to display the following screen:

SYNDiLM: Banks Setup - Sample Financial Company

Bank ID: SCOTIA Transit Number: 0010-01087

Bank Name: Bank of Nova Scotia

Branch Name: Sherbrook Branch

Address: 2276 Civil Lines

City: Markham Prov/State: ON

PostalCode: M5F 1F1 Country: Canada

Tel: Fax: Contact: Jim Cullen

GL Account: 1020 First City Bank Account

Account No: 102818349 Next Check #: 273

Remarks:

Save Delete Close

3. The fields shown on the screen are described below:

Bank ID

A code set up to identify a bank, Maximum 10 characters.



Finder is used to display a list of all banks in the Banks table.



Scroll is used display previous or next bank record by hitting up or down arrow.



New is used to clear the screen while setting up a new bank.

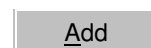
Transit Number

Transit Number consists of two parts: 4-digit Institution Number that identifies the bank and 5-digit Branch Number that identifies the Branch. In SYNDi, the two parts are separated

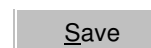
by a hyphen so that the format of Transit Number is 1234-56789 where 1234 is the Institution Number and 56789 is the Branch Number.

If the Institution Number is less than 4 digits, put zeroes on the left side. For instance 012 should be entered as 0012.

| | |
|--------------|---|
| Bank Name | Bank name, maximum 60 alphanumeric characters. |
| Branch Name | Maximum 60 alphanumeric characters each. |
| Address | Three address lines. Maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Name of the country, maximum 20 alphanumeric characters. |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| Contact | Contact name, maximum 60 alphanumeric characters. |
| Account | User defined, maximum 60 alphanumeric characters. |
| Remarks | A user defined memo field. |

 Add

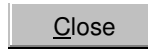
Click to add a new record.

 Save

Click to save an existing record. It is highlighted only when the user changes a field.

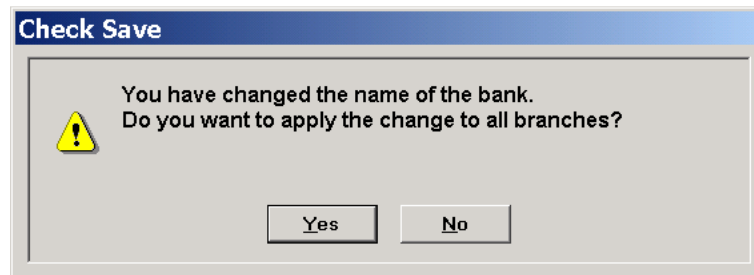


Click to delete an existing record.



Click to close the screen.

4. To set up a new bank, click **New** to clear the screen. Enter Bank ID. If the record is already present in the table, the data is displayed and The fields could be modified.
5. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
6. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
7. To modify an existing record, enter the Bank ID or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
8. To delete a record, click **Delete**. You cannot delete a bank record that has already been assigned to an investor or is present in the Transactions table.
9. While entering a new bank record, if you have already entered other bank records with the same Bank Number, the system displays the name of the bank with the same Bank Number but the lowest Branch Number. It is assumed that all banks with the same value of the first three characters will have the same name with different branch addresses.
10. If you change the name of a bank while adding a new bank record or modifying an existing record, the following message is displayed:



If you click **Yes**, the bank name in all records with the same bank number will be changed otherwise the name will be applied only to the record being added or changed.

4.3. Company Profile

If SYNDi is interfaced with QuickBooks, it is necessary that QuickBooks be open with the right company when you enter this screen.

1. The Company Setup screen is displayed when the user clicks Company Profile on Setup screen.
2. Hit <Tab> through various fields and change them if necessary.
3. The screen contains five tabs described below:



| | |
|--------------|--|
| Company | Enter name and address of your company and the Database Location. |
| Options | Enter key parameters to determine the flow of the system. |
| E-Mail | If you will use SYNDi to send e-mails to borrowers and investors you can set up the parameters on this tab. |
| Integration | Define whether the program is set up as a Standalone package or it is integrated with Sage Simply Accounting, Sage ACCPAC ERP or QuickBooks. |
| Descriptions | This screen contains default descriptions for various types of transactions. You may change them if necessary. |

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Company Tab

4. The tab is displayed as follows:

SYNDiLM: Company Profile - Sample Financial Com...

Company | Options | E-Mail | Integration | Descriptions

Name: Sample Financial Company

Address: 7481 Woodbine Avenue, Suite 203

City: Markham

State/Prov: ON PostalCode: L3R 2W1

Tel: (905) 940-0751

Fax:

E-Mail: info@indusflow.com

Contact: John Smith

Broker License No:

Admin License No:

Account Number: 123456789RZ0001 DB Location: C:\SYNDi

Transmitter Number: MM123456 DB Name: SYNDiSample.mdb

Save Print Close

| | |
|--------------|--|
| Name | Name of your company, maximum 60 alphanumeric characters. |
| Address | Two address lines, maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| Contact | Contact name, maximum 60 alphanumeric characters. |

Broker License No If you are a mortgage broker, enter your Broker License Number here otherwise leave it blank.

Admin License No If you are a mortgage administrator, enter your Administrator License Number here otherwise leave it blank.

Account Number If you are a Canadian company enter your CRA Business Account Number in this field. It is a 15-digit field of the format 123456789RZ1234. This field will be used if you generate T5 slips to investors.

Other users may leave this field blank or use it for other purposes.

Transmitter Number If you are a Canadian company enter your Transmitter Number that has been provided to you by CRA to submit T5 slips electronically. It is an 8-character field with the first two characters alpha and the remaining six characters numeric.

Other users may leave this field blank or use it for other purposes.

DB Location Location of the database, SYNDi.mdb. This entry is taken from SYNDi.ini created in the Application Folder during the system installation and should be modified only if you want to move the database to another location. If the new location already contains SYNDi.mdb, it cannot be moved.

 Save

Click to save an existing record. It is highlighted only when the user changes a field.

 Close

Click to close the screen.

Options Tab

5. The Options tab is displayed as follows when the user clicks tab header:

The screenshot shows a window titled "SYNDiLM: Company Profile - Sample Financial Com...". The "Options" tab is selected. The window contains the following settings:

- Display pop-up Reminder Notes: ☒ every 5 minutes
- Maximum Rounding Allowed: 0.010
- Exclude first day from interest calculation: ☒
- Maintain multiple investors: ☒
- Do you have web interface to SYNDi?: ☐
- Use Last Name first for borrowers: ☐
- Enforce User Security: ☐
- Do you use Brokers?: ☐
- Variable interest rates based on: ☐ Prime ☒ LIBOR
- Payments: Next Ref #: 8953
- Company's Bank:
 - Bank ID: CCB (Canadian Commerce Bank - 5516 Corvette Cresce)
 - Account #: 201762012101

Buttons at the bottom: Save, Print, Close.

Display Pop-up Reminders

Check if you want to display pop-up reminders (see Section 4.11). If you decide to display reminders, enter the interval in minutes after which reminders will pop up. The interval starts when you enter Main Menu and **SYNDi Reminder System** keeps track of elapsed time. It is turned off if you choose not to display reminders. The interval depends on the volume of activity. If you decide to maintain your calendar of appointments in SYNDi Loan Manager you may want to check every 15 minutes otherwise every hour or longer.

Maximum Rounding Allowed

When monthly interest is calculated at the time of billing, it is distributed among investors in proportion of their contribution. Due to rounding of the interest portion for each investor to the nearest penny, there may be a few cents difference between the amount collected from the borrower and the amount distributed to the investor. This difference is set initially as ½ cent by the system but could

be increased if necessary.

Exclude first day
from interest
calculation

If you do not exclude first day from interest calculation, the system calculates interest for the day on which the loan is started. That is the date on which funds are received from investors and advanced to the borrower. Suppose the Start Date of the loan is January 1, 2007, the Billing Day is set to be 1 and term of the loan is 12 months, the program will calculate the Maturity Date as December 31, 2007 and will run the first billing on January 1, 2007 calculating interest adjustment for one day.

However, if you exclude first day from interest calculation, the Maturity Date will be calculated as January 1, 2008 and the first billing will run on February 1, 2007 calculating interest for one month.

Once you set up this parameter, it is suggested that you should not change it unless the policy of your company changes.

When you set up a new company, the box is checked as a default and the first day is excluded from interest calculation.

Maintain Multiple
Investors

If you maintain a pool of investors and the funding for a loan comes from one or more of those investors, check Maintain Multiple Investors checkbox. In this case you will have to enter investor receipts before you can fund a new loan and will have to distribute interest to investors after each borrower receipt.

However, if the funding comes exclusively from you as the investor or from a MIC (Mortgage Investment Corporation) leave it unchecked in which case SYNDi ignores all references to investors and streamlines the workflow.

Do you have web
interface?

Check if you are using eSYNDi to enable borrowers and investor to perform inquiries of their records over Internet in which case the

program allows you to set up user IDs and passwords during borrower and investor set up in order to log into the website.

For new borrowers and investors the UserID is same as the borrower or investor ID and the password is “password”.

Use Last Name
first for Borrowers

If a borrower is an individual and you set up first name as Ted and last name as Smith, the full name will be displayed as “Smith, Ted” if the checkbox is checked, otherwise it will be displayed as “Ted Smith”.

Enforce Security

Check if you want to track users entering and posting Borrower Receipts. If this option is enabled, then SYNDi starts the processing of transactions in batches. Each user will have a Batch Number associated with all their transactions for that particular day. With this implementation, it is easier for the supervisor or admin to Post each users receipts separately. Details of this Batch processing is covered in Chapter 12 titled Borrower Receipts. It is suitable for the environment in which you have several cashiers entering Borrower Receipts.

Variable Interest
Rates based on

Choose whether variable interest rates will be based on prime rate.

Do you use
Brokers?

If you pay commission to brokers, agents or salespersons and if you have purchased SYNDiBroker module, click this checkbox in which case you will have to set up brokers and enter commission while entering investor receipts.

BankID

Enter the BankID for your company bank where most transactions will occur. It will be used as a default bank when you enter a transactionn screen but you will be able to change it if necessary.

Account #

Enter the account number of your bank account.

Payments: Next

A sequential number assigned by the system to

Ref #

payment transactions. You should not have to modify this number.

E-Mail Tab

6. The E-Mail tab is displayed as follows when the user clicks tab header:

SYNDiLM: Company Profile - Sample Financial Com...

Company | Options | **E-Mail** | Integration | Descriptions

Will you use SYNDi to send e-mails ☒ Yes ☐ No

☐ Use Microsoft Outlook

☒ Use SMTP Outgoing Mail Server

SMTP Mail Server

Port

Sender's Name

Sending E-mail Address

☒ Need Authentication

User ID

Password

Confirm Password

Will you use SYNDi to send e-mails?

The default is No. Click Yes if you want to send e-mails from SYNDi and fill the rest of the details.

Use Microsoft Outlook

If you are using Microsoft Outlook for your e-mails, choose it and all e-mails will go from your Outlook account.

Use SMTP Outgoing Mail Server

If you do not wish to use Microsoft Outlook, you should fill this section. Get SMTP Mail Server and Port from your system administrator and fill the rest of the details.

Integration Tab

7. The tab is displayed as follows when the user clicks tab header:

The screenshot shows a software window titled "SYNDiLM: Company Profile - Sample Financial Company". It has a tabbed interface with tabs for "Company", "Options", "E-Mail", "Integration", and "Descriptions". The "Integration" tab is active. Inside the tab, there are several fields and options:

- Integration** section with three radio buttons:
 - ☐ Standalone
 - ☐ Simply Accounting
 - ☒ Accpac ERP
- Server Name** field: ACCPAC-SERVER. A note below it says: "If you leave the Server Name blank SYNDi will use ODBC connection to connect to the database. You should have already set up an ODBC connection."
- DB Name** field: SAMINC. A note below it says: "If you are using ODBC connection, this field should contain the DSN Name otherwise the name of SQL Server database."
- User ID** field: sa
- Password** field: masked with asterisks
- Confirm Password** field: masked with asterisks
- Check** button
- Posting Level** section with two radio buttons:
 - ☐ Summary
 - ☒ Detail
- Write payment checks in Accpac** checkbox: unchecked

At the bottom of the window are three buttons: "Save", "Print", and "Close".

8. This screen is used to define the interface with the accounting package. Normally SYNDi Loan Manager is set up as a standalone package but could later be interfaced with Sage Simply Accounting, Sage ACCPAC ERP or QuickBooks.
9. If SYNDi Loan Manager is being interfaced with any of the accounting packages through ODBC, enter the DSN Name in the DB Name field exactly as it is defined in the system. The DB Name should contain the database name which should be same as Company ID defined in Accpac. The connection is made through SQL Server Native Client for downloading accounts and banks and through Accpac API in case of uploading batches.
10. In case of Simply Accounting interface, the program enters "sysadmin" in the User ID field. If you have set up security in the accounting package, enter the password that will successfully open the package otherwise leave it blank. In case of ACCPAC ERP or QuickBooks interface the User ID and the password fields are not displayed.
11. If SYNDi is integrated with Accpac ERP and you want to generate a single journal entry for each billing batch then set Posting Level to Summary. If you have set it to Detail a separate journal entry will be

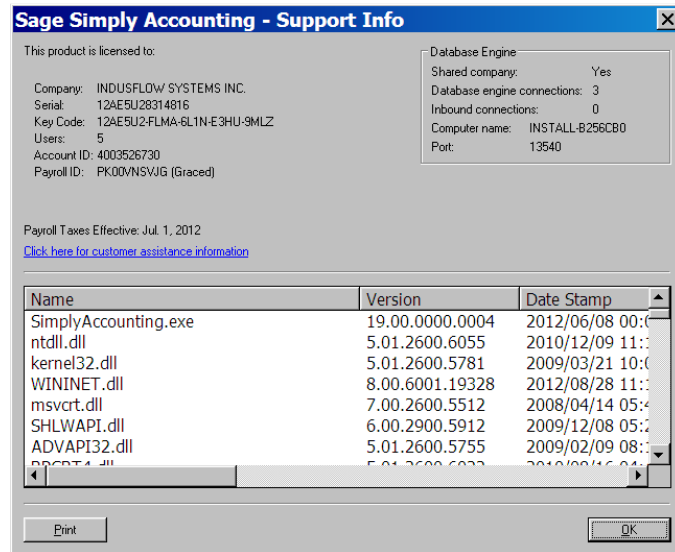
generated for each loan.

12. If you will write manual checks for borrowers and investors in Accpac ERP, check “Write check in Accpac” box. When you transfer entries to Accpac all payments will be transferred to Payments batch in A/P module and you will have to print checks before posting the batch. If you do not wish to print checks in Accpac leave the checkbox unchecked and SYNDi will generate a check number when transferring entries to Accpac.
13. Once the fields have been entered, click **Check** button to allow the program to open the Accounting database. The system displays proper message to confirm whether or not it was able to open the accounting package successfully. If the attempt was unsuccessful, leave it at Standalone for the time being and investigate the problem after saving the changes. The details are given later in this section.
14. When SYNDi Loan Manager is set up initially as a standalone system it defines a G/L account number 9999 in Accounts Table and plugs it all the account number fields in Company Profile. Later on you may have changed these account numbers. However, when you interface the program with an accounting system, it stops using the Accounts Table and uses the Chart of Accounts in the accounting system. If any of the accounts defined in the program do not exist in the accounting system, it will start generating accounting entries for non-existent accounts. It is therefore suggested that you go through each account in the Company Profile as well as in Miscellaneous Charge Codes and Miscellaneous Charges to make sure that they have been defined properly in the accounting package.
15. When the interface is changed from Standalone to an accounting package, The program will automatically scan the account numbers shown on Accounts 1 and Accounts 2 tabs and will force you to change the account numbers to valid values.
16. Click Close to close the screen.
17. After SYNDi has been successfully integrated with an accounting package, download the chart of accounts and banks from the package. (See Section 15.3).

Simply Accounting Interface

18. Before you set up an interface with Simply Accounting you must set up an ODBC connection to the Simply Accounting database as follows:

Step 1: Open the desired database in Simply Accounting. Go to Help > About Simply Accounting by Sage. Click on Support Info. The following screen is displayed



On the right side, take note of the Computer name (e.g., INSTALL-B256CB0) and Port number (e.g., 13540).

Step 2: Run ODBC Datasource Administrator from Control Panel - > Administrative Tools.

On the ODBC form go to System DSN and click Add. Select MySQL ODBC Driver for the Data Source and click Finish. Now you need to fill the following fields:

Data Source Name: The name of database file (e.g., Universal)

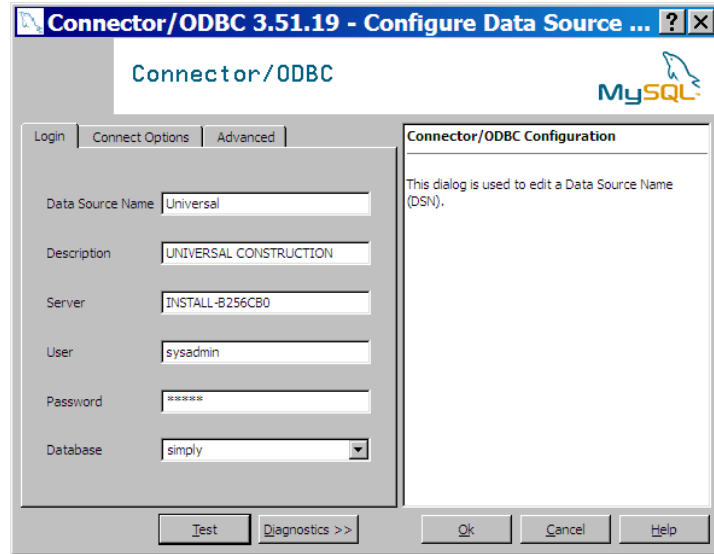
Description: The name of your company (e.g., UNIVERSAL CONSTRUCTION).

Server: The Computer name (e.g., INSTALL-B256CB0) as you found earlier.

User: Your user name (sysadmin or other with 3rd party access rights)

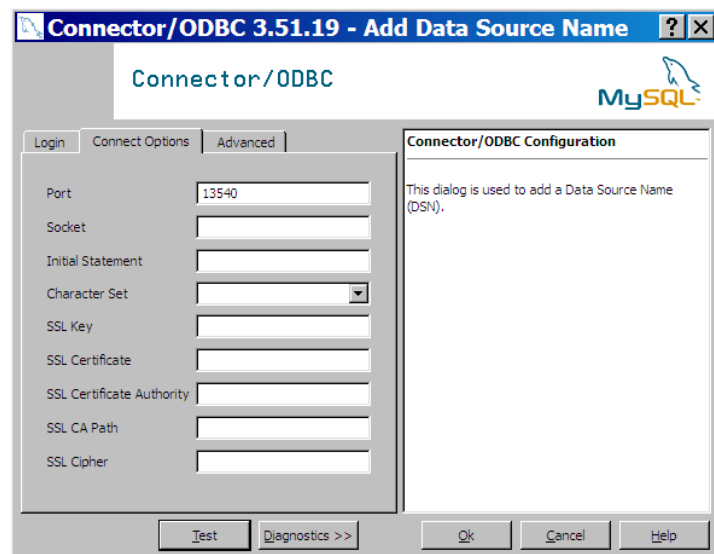
Password: the user's password or blank if no password

Database: simply



Click on the Connect Options tab:

Port: the port number (e.g., 13540) as you found earlier.



Note that Simply must be opened to connect through ODBC. Click Test to make sure that the connection is successful.

Click OK.

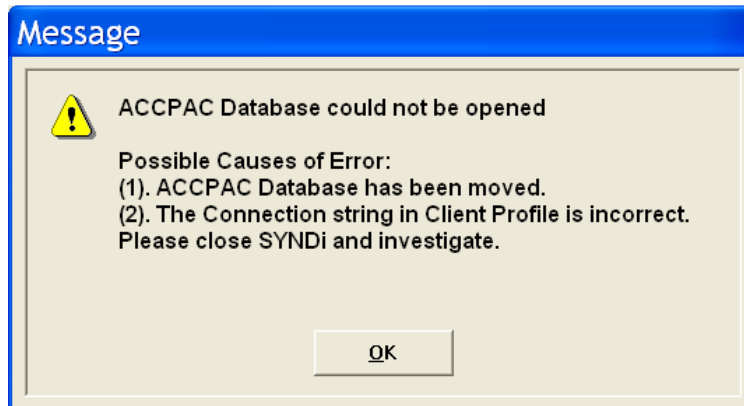
19. If you have set up SYNDi Loan Manager to interface with Sage Simply Accounting, it attempts to open Simply Accounting database and displays the following message if it fails:



20. If the above message appears the program will not be able to validate various General Ledger accounts defined in Company Profile. The problem could arise due to various reasons displayed in the message. It is imperative that Simply Accounting must not be running in single-user mode while the program is running.

ACCPAC ERP Interface

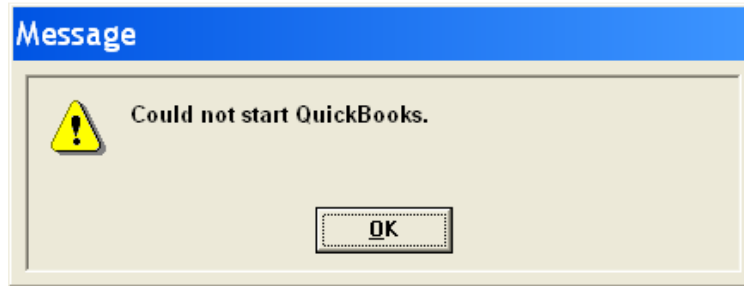
21. You must have General Ledger, Accounts Receivable and Accounts Payable modules of Sage Accpac ERP. Please make sure that you have defined a Payment Code CHECK with Payment Type “Check” in Accounts Payable.
22. If you have set up SYNDi Loan Manager to interface with Sage ACCPAC ERP, it attempts to open ACCPAC database and displays the following message if it fails:



23. If the above message appears the program will not be able to validate various General Ledger accounts defined in Company Profile. The problem could arise due to various reasons. It is possible that you have not set up proper ODBC connection to point to the database or the ODBC connection has failed.

QuickBooks Interface

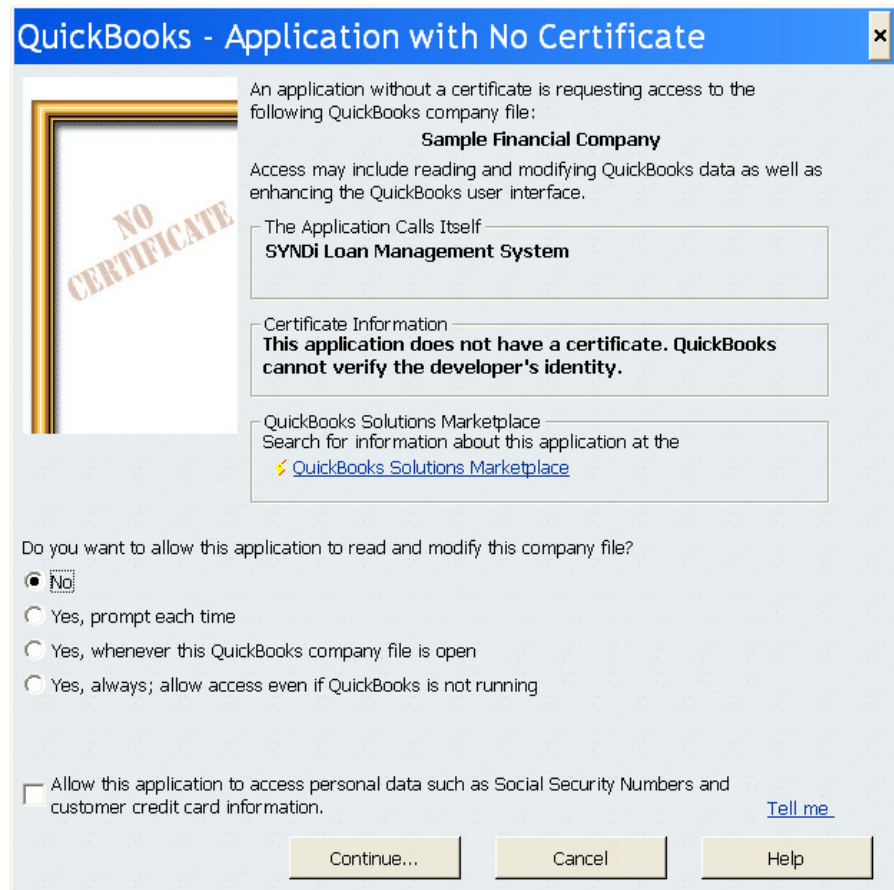
24. SYNDi can be interfaced with QuickBooks Pro 2010 or later. It is necessary that QuickBooks be open with the right company when you enter the Company Profile screen otherwise the following message is displayed:



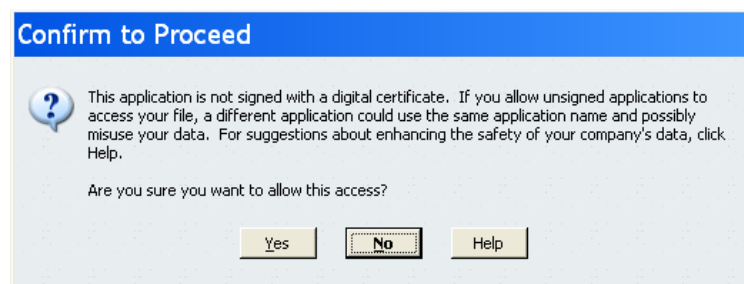
25. If the above message appears the program will not be able to validate various General Ledger accounts defined in Company Profile.

Accessing QuickBooks for the first time

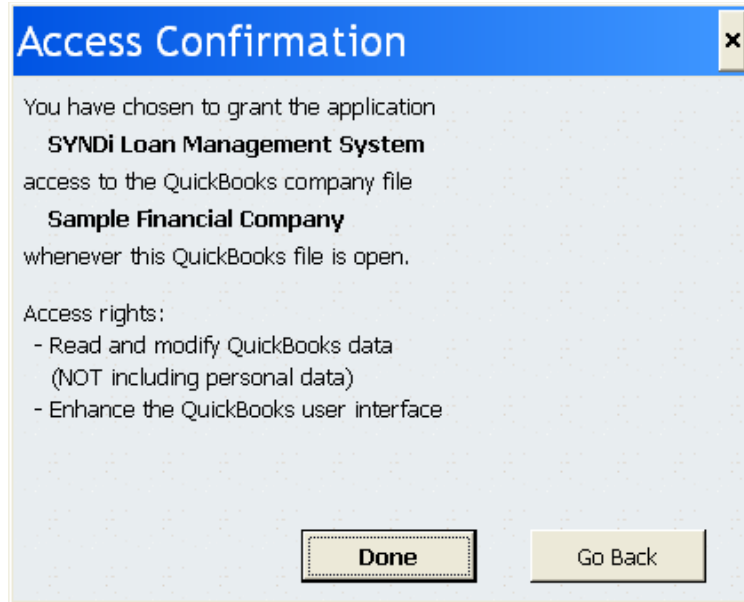
26. When you run SYNDi for the first time after interfacing with QuickBooks, you have to indicate to QuickBooks that SYNDi is allowed to access the data in QuickBooks. The following screen is displayed within QuickBooks:



27. Click on “**Yes, whenever this QuickBooks company file is open**” and the click **Continue**. The following screen may be displayed.



28. Click Yes to allow access to SYNDi.. QuickBooks confirms permission to access the data by displaying the following screen:



29. Click **Done** to proceed further. Once QuickBooks is told that SYNDi is allowed to access it the routine described above

Posting Level

30. If SYNDi is interfaced with one of the accounting packages, you have to indicate whether you want to post at Detail level or at Summary level. At Detail level a separate journal entry is generated for each transactions while at Summary level all transactions belonging to the same month are grouped together and posted at the end of the month.

Descriptions Tab

31. The tab is displayed as follows when the user clicks tab header:

The screenshot shows a software window titled "SYNDiLM: Company Profile - Sample Financial Com...". It has a tabbed interface with tabs for "Company", "Options", "E-Mail", "Integration", and "Descriptions...". The "Descriptions..." tab is active. The main area contains a list of transaction types on the left and corresponding text input fields on the right. The input fields contain the following text:

| | |
|--------------------|-----------------------|
| New Loan Advance | New Loan Advance |
| Borrower Payments | Payment to Borrower |
| Borrower Receipts | Borrower Receipt |
| Cheque Returned | Cheque Returned |
| Write off | Cancelled Amount Due |
| Loan Adjustments | Loan Adjustment |
| Billing | Billing |
| Cancel Billing | Cancel Billing |
| Investor Receipts | Investor Contribution |
| Investor Payments | Payment to Investor |
| Investor Transfers | Transfer |

At the bottom of the window are three buttons: "Save", "Print", and "Close".

32. This screen is used to define default descriptions for various types of transactions. You may change them if necessary.

4.4. Users

Setting up Users

1. You must be logged in either as ADMIN or as a user who is authorized to access this function. Click Users on Setup screen to display the following screen:

| Right | Function | Range | Level | Description |
|-------|--------------------------|-------|-------|---------------------------------------|
| 1 | Set up Company Profile | 0-2 | 1 | Display, Change |
| 2 | Set up Borrowers | 0-4 | 1 | Display, Change, Add, Delete |
| 3 | Set up Investors | 0-4 | 1 | Display, Change, Add, Delete |
| 4 | Set up Deduction Codes | 0-4 | 1 | Display, Change, Add, Delete |
| 5 | Set up Other Parties | 0-4 | 1 | Display, Change, Add, Delete |
| 6 | Set up G/L Accounts | 0-4 | 1 | Display, Change, Add, Delete |
| 7 | Set up Banks | 0-4 | 1 | Display, Change, Add, Delete |
| 8 | Set up Users | 0-4 | 1 | Display, Change, Add, Delete |
| 9 | Maintain Reminders | 0-4 | 1 | Display, Change, Add, Delete |
| 10 | Set up Loan Status Codes | 0-4 | 1 | Display, Change, Add, Delete |
| 11 | Set up Optional Fields | 0-3 | 1 | Display, Create, Delete |
| 12 | Set up Loans | 0-4 | 1 | Display, Change, Add, Delete |
| 13 | Close Loans | 0-1 | 1 | Process |
| 14 | Enter Deductions | 0-4 | 1 | Display, Change, Add, Delete |
| 15 | Loan Discharge | 0-5 | 1 | Display, Edit, Generate, Cancel, Post |
| 16 | Loan Adjustments | 0-5 | 1 | Display, Change, Add, Delete, Post |
| 17 | Investor Receipts | 0-5 | 1 | Display, Change, Add, Delete, Post |
| 18 | Billing | 0-5 | 1 | Report, Edit, Process, Cancel, Post |

2. The fields shown on the screen are described below:

User ID

A code set up to identify a user, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all banks in the Users table.



Scroll is used display previous or next bank record by hitting up or down arrow.






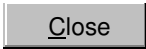
New is used to clear the screen while setting up a new user.

Name

User name, maximum 60 alphanumeric characters.

Password

Password for the user, maximum 16 alpha-

| | |
|---|--|
| | numeric characters. Displayed as a row of asterisks. Passwords are case-sensitive. |
| Confirm Password | Password for the user, maximum 16 alphanumeric characters. Displayed as a row of asterisks. Passwords are case-sensitive. Enter the same value as in the field Password. If the entries in the two password fields are not identical, an error message is displayed. |
| Copy Profile of | If you want to grant the same access rights as those for an existing user, just enter the User ID and hit Tab. The profile of the specified user is copied into the profile of the current user and you may change some or all rights before saving the record. |
| User Rights | The table displaying the security level for each function is displayed. You may change the security levels if necessary. |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to close the screen. |

- To set up a new user, click **New** to clear the screen. Enter User ID. If the record is already present in the table, the data is displayed and the fields could be modified.
- You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
- To modify an existing record, enter the User ID or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
- To delete a record, click **Delete**. You cannot delete user ADMIN.

Security Levels

7. The following table specifies user rights for various functions in SYNDi Loan Manager.

| | | |
|----|--------------------------|---|
| 1 | Set up Company Profile | Display, Change |
| 2 | Set up Borrowers | Display, Change, Add, Delete |
| 3 | Set up Investors | Display, Change, Add, Delete |
| 4 | Set up Misc Charge Codes | Display, Change, Add, Delete |
| 5 | Set up Other Parties | Display, Change, Add, Delete |
| 6 | Set up G/L Accounts | Display, Change, Add, Delete |
| 7 | Set up Banks | Display, Change, Add, Delete |
| 8 | Set up Users | Display, Change, Add, Delete |
| 9 | Maintain Reminders | Display, Change, Add, Delete |
| 10 | Set up Loan Status Codes | Display, Change, Add, Delete |
| 11 | Set up Optional Fields | Display, Create, Delete |
| 12 | Set up Loans | Display, Change, Add, Delete |
| 13 | Close Loans | Process |
| 14 | Enter Misc Charges | Display, Change, Add, Delete |
| 15 | Loan Discharge | Display, Edit, Generate, Cancel, Post |
| 16 | Loan Adjustments | Display, Change, Add, Delete, Post |
| 17 | Investor Receipts | Display, Change, Add, Delete, Post |
| 18 | Billing | Report, Edit, Process, Cancel, Post |
| 19 | Borrower Receipts | Display, Change, Add, Delete, Reverse, Post |
| 20 | Investor Payments | Display, Change, Add, Delete, Post |
| 21 | Check Generation | Allow |
| 22 | Investor Transfers | Display, Change, Add, Delete, Post |
| 23 | Delete Old G/L Entries | Allow |
| 24 | Cancel Latest Billing | Allow |
| 25 | Transfer G/L Entries | Allow |
| 26 | Reports and Inquiries | Allow |

8. The user setup screen displays a table showing the security level for each function. When a new user is set up the security level is set to 0 for each function, which does not allow access to that function. Level 1 signifies the lowest level of security and allows access to all operations in a function. Level 2 allows access to all but the last operation. As the level increases additional operations are disallowed. Thus Level 3 allows all but the last two operations.

Consider Investor Receipts (Function 17). The various levels of security have the following significance:

Level 0 No Access
 Level 1 Allow Display, Change, Add, Delete and Post
 Level 2 Allow Display, Change, Add and Delete
 Level 3 Allow Display, Change and Add
 Level 4 Allow Display and Change
 Level 5 Allow Display only

9. The highest level of security depends on the function. Thus the highest level for Investor Receipts is 5 while the highest level for setting up loans (Function 12) is 4.
10. In order to change a user right highlight the level and enter the new value before saving the record.
11. ADMIN is a special user with the lowest security (Level 1) for all functions. You cannot change the user rights for ADMIN.

4.5. Optional Fields

1. Click Optional Fields on Setup screen to display the following screen:

SYNDi LMS: Optional Field Setup - Sample Financial Company

Table: **Loan**

Field Name: **Type of Property**

Field Type: **Text**

Validation Type: **List**

Size: **50**

☐ Active

| Value | Description |
|------------------------|-------------|
| Five or more unit resi | |
| Commercial | |
| Industrial | |
| Vacant land or const | |
| Other | |

Existing Fields

| Name | Data Type | Size | Active | Valid Type |
|-------------------------------------|------------|------|--------|-----------------------|
| Type of Property | Text | 50 | No | Non Blank |
| Zoning appropriate for proposed use | Date | 10 | No | No Validation/List'Re |
| Appraised Value | Number/Yes | 10 | No | No Validation/List'Re |
| Existing or New | Text | 10 | No | Non Blank |
| Previous Loan Date | Date | 10 | No | No Validation/List'Re |

Save Delete Close

2. The fields shown on the screen are described below:

Table

From the drop-down list you may choose Borrower, Investor, Loan or Investor Receipt to indicate the table to which the optional Field will be associated.

Field Name

Enter the name of the field, e.g., Loan Type, Credit Rating etc., maximum 20 alphanumeric characters.



New is used to clear the screen while setting up a new field.

Field Type

You may choose the Field Type from the drop-down list. Following are the valid field types:

Text

Use this type to define descriptive fields such as Loan Type (First, Second etc) or Property Type (e.g., Commercial, Residential etc.)

| | |
|-----------------|---|
| | <p>Number Use this type to define numeric data, e.g., credit rating, appraised value etc.</p> <p>Yes/No Use this type to define fields that require a yes or no answer, e.g., Zoning appropriate?</p> <p>Date Use this field to define dates, e.g., Realty Tax Due Date, Insurance Premium Due Date etc.</p> |
| Validation Type | <p>You may choose the Validation Type from the drop-down list. Following are the valid validation types:</p> <p>No Validation The system will accept any value including blanks.</p> <p>List You may define a set of values, e.g., for Type of Loan you may define First, Second, Third etc. If you choose List as the validation type a list of values opens and you may enter allowable values. If you define your values as codes, e.g., 1, 2, 3 etc. you may enter a description to explain the significance of each value. The system stores the description but does not use it anywhere.</p> <p>Range Use this validation type if the value has to be between a certain minimum and maximum.</p> <p>Non-Blank You may enter any value as long as you do not leave the field blank.</p> |
| Existing Fields | <p>Displays a table containing all fields already defined. If you want to make changes to a field, just click on it to copy it into the data entry area on the top of the screen.</p> |



Optional Fields appear on records and listings in the order in which they appear in the Existing Fields area. You may change this order by clicking Up or Down arrows.



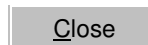
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.



Click to close the screen.

3. To set up a new Optional Field, click **New** to clear the screen. Enter the name of the field. If the record is already present in the table, the data is displayed and the fields could be modified. Since field names are textual you may end up setting up multiple fields with slight differences in the spellings. If you have made a spelling error, delete the field and set it up again before assigning it to a table.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, select field from the Existing Fields area. **Save** to save changes.
6. To delete a record, click **Delete**.

4.6. Miscellaneous Charge Codes

If SYNDi is interfaced with QuickBooks, it is necessary that QuickBooks be open with the right company when you enter this screen.

1. Click Misc Charge Codes on Setup screen to display the following screen:

The screenshot shows a window titled "SYNDi LMS: Misc Charge Code Setup - Sample Financial Co...". Inside, there are several input fields and a checkbox. The fields are: "Misc Charge Code" with value "APPL", "Description" with value "Application Processing Fee", "G/L Account" with value "4400", "Fee Income" with value "Fee Income", "Misc Charge Type" with a dropdown menu showing "Flat Amount", "Default Amount" with value "500.00", "Borrower Percentage" with value "100.0000" and a note "(Charge Borrower)", "Investor Percentage" with value "0.0000", and "Loan Discharge" with an unchecked checkbox. At the bottom, there are three buttons: "Save", "Delete", and "Close".

2. The fields shown on the screen are described below:

Misc Charge Code An alphanumeric code of up to 16 digits set up to identify a miscellaneous charge.



Finder is used to display a list of all codes in the Miscellaneous Charge Codes table.



Scroll is used to display previous or next record by hitting up or down arrow.







New is used to clear the screen while setting up a new Miscellaneous Charge Code.

Description Description of Miscellaneous Charge Code, maximum 60 alphanumeric characters.

G/L Account General Ledger Account to which the

| | |
|-----------------------------|---|
| | miscellaneous charge will be credited. It is normally an income account while the miscellaneous charge gets debited to the Receivable from Borrowers Account defined in the Company Profile. |
| Misc Charge Type | <p>Select from the Drop Down List. Possible values are:</p> <ol style="list-style-type: none"> 3. Flat Amount 4. Percentage of Original Principal |
| Default Amount / Percentage | If the Miscellaneous Charge Type is Flat Amount, enter the amount to be billed, otherwise enter the percentage. This if the Miscellaneous Charge Type is Percentage of Original Principal, the system will calculate the miscellaneous charge as the percentage of original amount loaned. You may also leave the value as zero since the true value will be entered when the Miscellaneous Charge Code is applied to a loan. |
| Borrower Percentage | If all or part of the amount has to be paid by the borrower, enter the percentage between 0 and 100. The calculated amount will be credited to the G/L Account set above and debited to receivable from Borrower defined in the Company Profile. |
| Investor Percentage | If a portion or part of the amount has to be paid to investors, enter the percentage between 0 and 100. The calculated amount will be debited to the G/L Account set above and credited to Payable to Investors 2 defined in the Company Profile. |
| Loan Discharge | Check it if you want the miscellaneous charge to be applied at the time of discharging the loan. When a new loan is created, the program automatically generates all Miscellaneous Charge Codes for which Loan Discharge is checked and applies them at the time of discharge. When you define a Miscellaneous Charge Code with Loan Discharge checked, it is not applied automatically to existing loans and a Miscellaneous Charge record has to be created manually. |

| | |
|---|---|
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to close the screen. |

3. To set up a new record, click **New** to clear the screen. Enter the Miscellaneous Charge Code. If the record is already present in the table, the data is displayed and the fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
6. To modify an existing record, enter the Miscellaneous Charge Code or use **Finder** to select a record. Enter the fields and click **Save** to save changes.
7. To delete a record, click **Delete**. You cannot delete a record if the Miscellaneous Charge Code has been assigned to a loan.
8. It is mandatory that either the Borrower percentage or the Investor percentage is 100.
9. The Miscellaneous Charge Code defined here is used only as a template and the values can be modified when the code is applied to a loan.

4.7. Loan Status Codes

1. Click Loan Status Codes on Setup screen to display the following screen:

2. The fields shown on the screen are described below:

Status Code

A numeric code of up to two digits set up to identify the status of a loan.



Finder is used to display a list of all codes in the Loan Status Codes table.



Scroll is used display previous or next record by hitting up or down arrow.



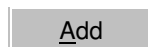
New is used to clear the screen while setting up a new status code.

Description

Description of loan status code, maximum 60 alphanumeric characters.

Stop Billing

If Stop Billing is checked, the loan is not included in the billing run.



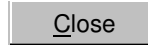
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.




Click to close the screen.

3. To set up a new record, click **New** to clear the screen. Enter the status code (2 to 99). If the record is already present in the table, the data is displayed and the fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click Add to add the record.
6. To modify an existing record, enter the Status Code or use Finder to select a record. Enter the fields and click Save to save changes.
7. Status Codes 0 (Paid Out) and 1 (Active) are reserved by the program. When a new loan is set up, the status code is automatically set to 1 and when it is paid out the status becomes 0.
8. To delete a record, click Delete. You cannot delete a record if the status code has been assigned to a loan.

4.8. Prime Rates

1. Click Prime Rates on Setup screen to display the following screen:
The fields shown on the screen are described below:

SYNDi LMS: Prime Rates Setup - Sample Financial Company

Date:  January 2010

Prime Rate:

| Date | Rate |
|------------|-------|
| 01/02/2010 | 2.100 |
| 02/16/2008 | 5.750 |
| 08/02/2007 | 6.500 |
| 09/20/2006 | 5.200 |
| 05/15/2006 | 5.850 |
| 10/05/2004 | 4.750 |
| 08/01/2004 | 4.500 |

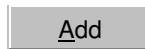
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Date Enter the date on which the prime rate becomes effective.

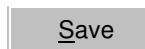
Prime Rate Enter the Prime Rate up to 3 decimal places.



New is used to clear the screen while setting up a new prime rate.



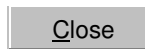
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.



Click to close the screen.

2. To set up a new record, click New to clear the screen. Enter the date or use the calendar control to set a date. If the record is already present in the table, the data is displayed and the fields could be modified.

3. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click Add to add the record.
4. To modify an existing record, click the appropriate record in the table of existing rates and change the rate.
5. To delete a record, click Delete.

4.9. Borrowers

0. The Borrowers screen is displayed when the user clicks Borrowers on Setup screen.
2. Hit <Tab> through various fields and change them if necessary.
3. The screen contains two tabs described below:



| | |
|-------------|--|
| Applicant 1 | Enter name and address of the borrower. |
| Applicant 2 | Enter name and address of the co-applicant (e.g., spouse) if any. |
| Payment | If the monthly receipts from the borrower will come through Electronic Funds Transfer (EFT), enter the Bank ID and the account number of the borrower. |
| Opt Fields | Enter the optional fields defined for borrowers. |


You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Applicant Tab 1

4. The tab is displayed as follows:

SYNDi LMS: Borrowers Setup - Sample Financial Company

Applicant 1 | Applicant 2 | Payment | Opt Fields

Borrower ID: BLOJIM  ☐ Corporate ☒ Personal

First Name: Jim Last Name: Blouski

Company Name:

Address: 1160 Birchmount Road

City/State/PostCode: Scarborough Ontario M1P 2B8

Country: Canada

Tel: (416) 751-0751

Fax: (416) 751-9289

E-Mail: register@indussys.com

Contact: Brian Smallwood

Remarks:

Save Delete Close

5. The fields shown on the screen are described below:

Borrower ID A code set up to identify a borrower, maximum 16 alphanumeric characters; user defined.

Borrower Type Choose Corporate if the borrower is a company in which case you will enter the company name. Choose Personal if the borrower is an individual in which case you will enter the first name and the last name.



Finder is used to display a list of all records in the Borrowers table.



Scroll is used to display previous or next record by hitting up or down arrow.



New is used to clear the screen while setting up a new record.

First Name Enter the first name of the borrower if the Borrower Type is Personal, maximum 29 alphanumeric characters.

| | |
|--------------|---|
| Last Name | Enter the last name of the borrower if the Borrower Type is Personal, maximum 29 alphanumeric characters. |
| Company Name | Enter the company name of the borrower if the Borrower Type is Corporate, maximum 60 alphanumeric characters. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| E-Mail | E-mail address of the borrower, maximum 200 alphanumeric characters. |
| Contact | Contact name, maximum 60 alphanumeric characters. |
| Remarks | A user defined memo field. |
| User ID | This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the borrowers to display their records. When a new borrower is set up, the User ID is same as BorrowerID. However, you may change it if required. The program checks to ensure that each User ID is assigned to one and only one borrower. |

Password

This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the borrowers to display their records. When a new borrower is set up, the password is set as “password” (all lower-case characters and no quotes.) When borrowers log into their eSYNDi account for the first time they must change the password for future access.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

Delete

Click to delete an existing record.

Close

Click to close the screen.

6. To set up a new borrower, click **New** to clear the screen. Enter Borrower ID. If the record is already present in the table, the data is displayed and the fields could be modified.
7. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
8. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.
9. To modify an existing record, enter the Borrower ID or use **Finder** to select a record. Enter various fields and click **Save** to save changes.

To delete a record, click **Delete**. You cannot delete a borrower record that has already been assigned to a loan.

Applicant Tab 2

10. The tab is displayed as follows:

The screenshot shows a web application window titled "SYNDi LMS: Borrowers Setup - Sample Financial Company". Inside, there's a tabbed interface with "Applicant 1" selected. The form fields are as follows:

| | | | |
|---------------------|----------------------|-----------|---------|
| First Name | Jane | Last Name | Blouski |
| Company Name | | | |
| Address | 1160 Birchmount Road | | |
| | | | |
| City/State/PostCode | Scarborough | Ontario | M1P 2B8 |
| Country | Canada | | |
| Tel | (416) 751-0751 | | |
| Fax | (416) 751-9289 | | |

At the bottom, there are three buttons: "Save", "Delete", and "Close".

11. The fields shown on the screen are described below:

| | |
|--------------|--|
| First Name | Enter the first name of the co-applicant if the Borrower Type is Personal, maximum 29 alphanumeric characters. |
| Last Name | Enter the last name of the co-applicant if the Borrower Type is Personal, maximum 29 alphanumeric characters. |
| Company Name | Enter the company name if any, maximum 60 alphanumeric characters. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 |

| | |
|---------|---|
| | alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters. |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |

Payment Tab

12. The tab is displayed as follows:

The screenshot shows a window titled "SYNDiLM: Borrowers Setup - Sample Financial Com...". The window has a tabbed interface with "Applicant 1", "Applicant 2", and "Payment" (selected). The "Payment" tab contains the following fields and controls:

- Payment Mode:** Two radio buttons, "Cheque" and "Preauthorized Payments". "Preauthorized Payments" is selected.
- Borrower's Bank:** A section containing two text boxes:
 - Transit Number:** Contains the value "0012-27601".
 - Account No.:** Contains the value "002870159".
- Buttons:** "Save", "Delete", and "Close" are located at the bottom of the window.

13. The fields shown on the screen are described below:

Payment Mode Select whether the borrower receipts will come through a check or preauthorized payment directly from the borrower's bank account.

If you are using SYNDiEFT for Electronic Funds Transfer you can set up borrower for preauthorized payments (PAP) to receive monthly payments.

Transit Number If monthly receipts will come through preauthorized payments, enter the Transit Number for borrower's bank.

The Transit Number consists of a 4-digit Institution Number of the bank, followed by a hyphen, followed by a 5-digit Branch Number. If the Institution Number is less than 4 digits, add zeroes on the left. For instance if the Institution Number is 012 and the Branch Number is 27601, the Transit Number will be 0012-27601.

Account No

Enter the Bank Account Number of the borrower, 7 to 12 numeric characters.

Opt Fields Tab

14. The tab is displayed as follows:

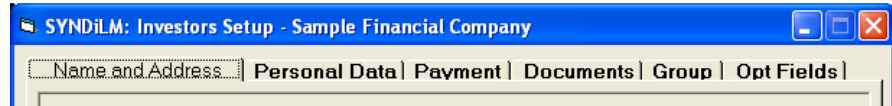
The screenshot shows a window titled "SYNDi LMS: Borrowers Setup - Sample Financial Company". Inside the window, there are four tabs: "Applicant 1", "Applicant 2", "Payment", and "Opt Fields". The "Opt Fields" tab is currently selected. Below the tabs, there is a table with two columns: "Name" and "Value". The table contains one row with the text "Credit Rating" in the "Name" column and "A" in the "Value" column. Below the table, there are three buttons: "Save", "Delete", and "Close".

| Name | Value |
|---------------|-------|
| Credit Rating | A |

15. The optional fields defined for borrowers are listed. Just enter appropriate values for each field.

4.10. Investors

1. Investors Maintenance screen is displayed when the user clicks Investors on Setup Menu.
2. Hit <Tab> through various fields and change them if necessary.
3. The screen contains six tabs described below:



| | |
|------------------|--|
| Name and Address | Enter individual / corporate name and address of the investor. |
| Personal Data | Enter personal name and address of the investor. |
| Payment | Enter investment type, tax percentage and fee rate. The screen also displays investor contribution to various loans. |
| Documents | This tab displays investor documents saved in Documents Catalog. All documents in the Catalog are displayed in Documents tab and can be opened by double-clicking a document. |
| Group | Related Investors can be grouped together to facilitate marketing. For instance an investor, his/her spouse and children can form a single group. Every group has one owner and one or more members. |
| Opt Fields | Enter the optional fields defined for investors. |

You may access various tabs by clicking on the tab header if you are on a particular investor record. The fields on each tab are described below:

Name and Address Tab

4. The tab is displayed as follows:

SYNDiLM: Investors Setup - Sample Financial Company

Name and Address | Personal Data | Payment | Documents | Group | Opt Fields

Investor ID: BAHOTT

Name: Otto Bahn

First Name: Otto Last Name: Bahn

Address: 7481 Woodbine Ave Suite 203

City/State: Markham ON Postal Code: L3R 2W1

Country:

Tel: 905-940-0751

Fax: 905-940-0341

E-Mail: info@indusys.com

Contact: Otto Bahn

Soc Ins No:

Corporate Individual

Copy

Save Delete Print Close

5. The fields shown on the screen are described below:

Investor ID

A code set up to identify an investor, maximum 16 alphanumeric characters; user defined. It is recommended that the first six characters of Investor ID be unique.



Finder is used to display a list of all records in the Investors table.



Scroll is used to display previous or next record by hitting up or down arrow.




New is used to clear the screen while setting up a new record.

First Name

Enter the first name of the investor if the investor is an individual (Personal), maximum 29 alphanumeric characters.

Last Name

Enter the last name of the investor if the investor is an individual (Personal), maximum 29 alphanumeric characters.

| | |
|---|--|
| Name | Enter the company name of the investor if the investor is a business (Corporate), maximum 60 alphanumeric characters. If the investor is an individual, then his first & last names becomes the Name. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
| Individual / Corporate Buttons | These options buttons are used to select if the investor is an individual or it is a corporation. |
|  | Click to copy the address, telephone number, Fax Number and E-Mail address from another investor. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters. |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| E-Mail | E-mail address of the borrower, maximum 200 alphanumeric characters. |
| Contact | Contact name, maximum 60 alphanumeric characters. |
| Soc Ins No | For Canadian users this field represents 9-digit Social Insurance Number for individual investors, or the Business Number for corporations, or Trust Account Number for trusts. It is used for the preparation of T5 Slips. It should conform to CRA layout. |

For non-Canadian users this field is treated as user-specified field and could be used as necessary.

User ID

This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the investors to display their records. When a new investor is set up, the User ID is same as InvestorID. However, you may change it if required. The program checks to ensure that each User ID is assigned to one and only one investor

Password

This field is displayed only if you have indicated in Company Profile that you are using eSYNDi to provide web access to the investors to display their records. When a new investor is set up, the password is set as “password” (all lower-case characters and no quotes.) When investors log into their eSYNDi account for the first time they must change the password for future access.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

Delete

Click to delete an existing record.

Close

Click to close the screen.

6. To set up a new investor, click **New** to clear the screen. Enter Investor ID. If the record is already present in the table, the data is displayed and the fields could be modified.
7. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
8. If you do not click the **New** button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click **Add** to add the record.

9. To modify an existing record, enter the Investor ID or use **Finder** to select a record. Enter various fields and click **Save** to save changes.
10. To delete a record, click **Delete**. You cannot delete an investor record that has already been assigned to a loan.
11. While entering a new record the name, address, telephone number and fax number on Name and Address tab is automatically copied into the Personal Data tab. You may change the values if necessary.


Personal Data Tab

12. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Investors Setup - Sample Financial Company". It has several tabs: "Name and Address", "Personal Data" (which is selected), "Payment", "Documents", "Group", and "Opt Fields". The "Personal Data" tab contains the following fields and controls:

- Name:** A text box containing "Mary Bahn".
- First Name:** A text box containing "Mary".
- Last Name:** A text box containing "Bahn".
- Address:** A text box containing "7481 Woodbine Avenue". To its right is a button labeled "Same".
- State/Prov:** A text box containing "Markham".
- Country:** A text box containing "Ontario".
- PostalCode:** A text box containing "L3R 2W1".
- Tel:** A text box containing "905-940-0751".
- Fax:** A text box containing "905-940-0341".
- Soc Ins No:** A text box containing "123-456-789".
- Remarks:** A large text area.
- Buttons:** At the bottom are "Add", "Delete", "Print", and "Close".
- Radio Buttons:** On the right side, there are radio buttons for "Corporate" and "Individual", with "Individual" selected.

13. The fields shown on the screen are described below:

| | |
|---|--|
| Name | Personal name, maximum 60 alphanumeric characters. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
|  | Click to copy the address, telephone number and Fax Number from the Name and Address tab.. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters. |

| | |
|------------|---|
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| Soc Ins No | <p>For Canadian users this field represents 9-digit Social Insurance Number for the secondary investor if the investment is coming from a joint account. This field is used while generating T5 slips. If an investor is a corporation, leave this page blank</p> <p>For non-Canadian users this field is treated as user-specified field and could be used as necessary.</p> |
| Remarks | A user-defined memo field. |

14. It is mandatory to enter either Business Identification Number or the Social Insurance Number to process income tax information.

Payment Tab

15. The tab is displayed as follows:

SYNDiLM: Investors Setup - Sample Financial Com...

Payment Mode: ☐ Cheque ☒ Direct Deposit

Investor's Bank

Transit Number: 0016-20715

Account Number: 001286027610

Fee Rate %: 0.00 Taxable: ☐

Non-Resident Tax %: 0.00

Default Investment Type: 4 Trust

Registered Investments

Plan Type: RRSP Registered Retirement Saving Plan

Plan Number: ABC123456

TrusteeID: TD TD Trust

Default Payment Cycle: Monthly

| LoanID | BorrowerName | TransDate | Maturity | Reference | Loaned |
|---------|------------------|-----------|----------|-----------|--------|
| AVE1077 | Jim Blouski | 1/1/2010 | 1/1/2015 | 1 | 10 |
| BAN2365 | Dataflow Systems | 4/15/2011 | 1/5/2015 | 14 | 5 |
| BAN2365 | Dataflow Systems | 5/30/2011 | 1/5/2015 | 18 | 25 |

Save Delete Loan List Close

16. The fields shown on the screen are described below:

Payment Mode Select whether the payment will be made through a check or deposited directly in the investor's bank account.

If you are using SYNDiEFT for Electronic Funds Transfer you can set up an investor for direct deposit (DD) to transfer monthly payments to investor's bank account.

Transit Number If monthly payments will be made through direct deposit, enter the Transit Number for investor's bank.

The Transit Number consists of a 4-digit Institution Number of the bank, followed by a hyphen, followed by a 5-digit Branch Number. If the Institution Number is less than 4 digits, add zeroes on the left. For instance if the Institution Number is 016 and the Branch Number is 20715, the Transit Number will be 0016-20715.

| | |
|-------------------------|--|
| Account No | If payments have to be made through direct deposit, enter the Bank Account Number of the investor, 7 to 12 numeric characters. |
| Default Investment Type | <p>User defined field; can be left blank. You may also set up valid Investment Types by clicking Fly. When a new investor receipt is entered the default Investment Type specified in the Investor record is used but the value could be changed.</p> <p>For Canadian users, valid Investment Types are as follows:</p> <ul style="list-style-type: none"> 1 – Individual 2 – Joint 3 – Corporation, Association etc. 4 – Saving Plan (e.g., RRSP, RRIF etc.), Trust 5 – Government <p>These types are used while generating annual T-5 slips.</p> |
| Plan Type | If the Investment Type is 4 (registered Investment), you should enter the Plan Type. You can define Plan Types by clicking the Fly button. |
| Plan Number | Enter the Plan Number for the investor if it is a Registered Investment. |
| Trustee ID | A Trustee is normally a bank that is holding the Registered Investment. You can set up trustees as Other Parties with Party Type T (for Trustee). See Section 4.12. |
| Default Payment Cycle | <p>An investor may be paid in the following cycles:</p> <ul style="list-style-type: none"> - Monthly - Quarterly - Semi-Annual - Annual - On Maturity <p>In case of Monthly payments, an investor can</p> |

be paid on any date after running billing.

In case of Quarterly payments, an investor can be paid on any date after March 31, June 30, September 30 and December 31 for all billings run before or during the first, second, third and fourth quarters of the calendar year.

For Semi-Annual payments, an investor can be paid on any date after June 30 and December 31 for all billings run before or during first and second half of the calendar year.

For Annual payments, an investor can be paid on any date after December 31 for all billings run before or during a calendar year.

If the Payment Frequency is On Maturity the investor is paid all instalments when the loan is discharged.

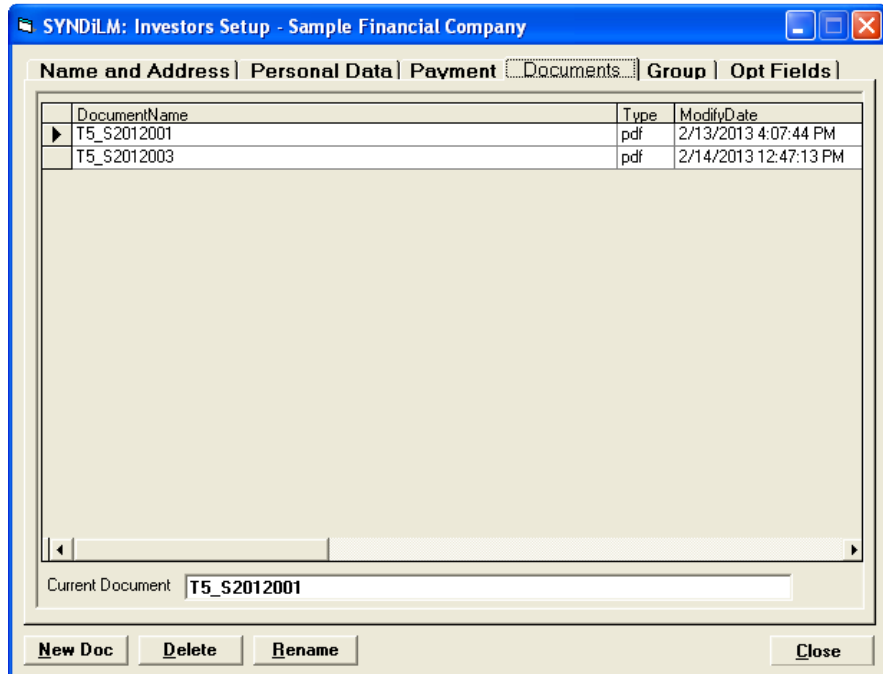
Payment Cycle may vary from investment to investment. When an investor receipt is created, it uses the Default Payment Cycle from the Investors Table but can be changed if necessary.

| | |
|--------------------|--|
| Fee Rate % | Percentage of management fee. The value is taken from the default percentage set in company profile but can be changed on this screen to vary from investor to investor. Fee is calculated as a percentage of interest paid to the investor. |
| Fee Taxable | Check if sales tax has to be calculated on the management fee. Normally the fee collected from non-resident investors is exempt from sales tax. |
| Non-Resident Tax % | Enter the percentage of non-resident tax to be deducted from foreign investors. Tax is calculated as a percentage of interest paid to foreign investors after deducting management fee and sales tax. |

17. The screen displays a table listing contributions from the investor to various loans. The table contains one line for each loan showing Loan ID, Loan Amount, Start Date of contribution, Fee percentage (may vary from loan to loan), principal paid to-date, interest paid to-date, fee deducted to-date and whether or not the transaction has been posted. These fields are for information only and cannot be modified.
18. If you have entered a Bank ID and Account Number for Electronic Funds Transfers it must be verified before it is used in a loan (see Bank Account Verification, Section 13.5). At any point if you change the Bank ID or the Account Number, it must be verified again and so should all investments for that investor.
19. In order to view or modify the detail of a receipt, click on the desired row in the table and hit <Enter> to display the Investor Receipt screen.
20. The numbers at the bottom of the screen show total contribution to-date from the investor for all loans. Fields include total amount loaned, total principal paid, total interest paid and total fee deducted. These fields are for information only and cannot be modified.

Documents Tab

21. This tab displays investor documents saved in Documents Catalog.



22. The fields shown on the screen are described below:

Document List

The list may contain Microsoft Word documents, pdf files, pictures of the property saved as jpg, gif or bmp files, survey results and all other related documents. Some documents prepared by SYNDi are automatically saved in the Documents Catalog.

New Doc

New Doc is used to add a new document to the Documents Catalog.

Delete

Delete is used to delete a document from the Documents Catalog.

Rename

Rename is used to change the name of a document in the Documents Catalog.

23. Organization of Documents Catalog

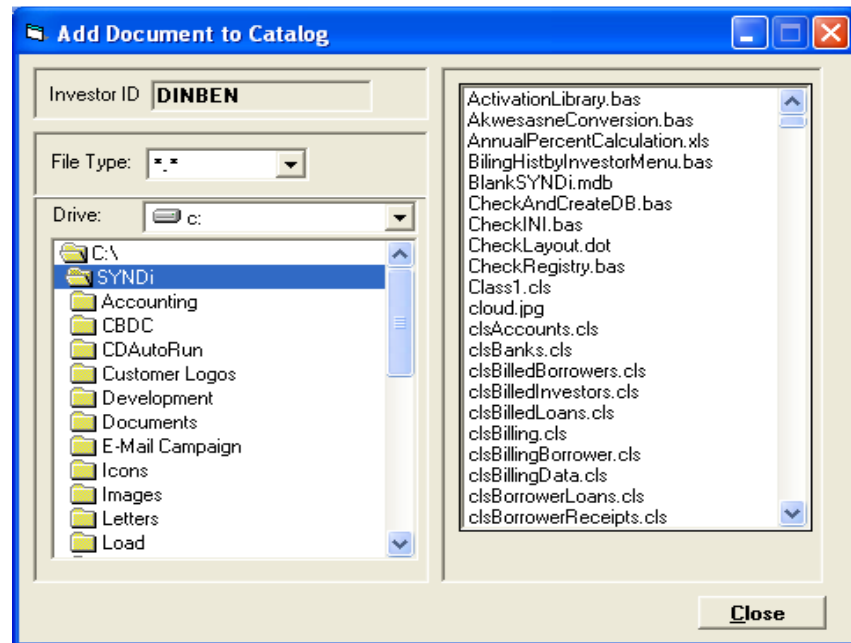
All files to be displayed in Documents Catalog are placed in the *catalog folder* which is *SYNDi\Documents\Investors\InvestorID*. For

example: C:\SYNDi\Documents\Investors\Bahott\, the catalog folder for investor Bahott. In order to open a document, double-click on it in the Document List.

24. Adding a New Document

To add a new document to the catalog click **New Doc** button to display the following screen:

Choose the appropriate File Type (e.g., *.doc, *.pdf, *.jpg etc) or leave it *.* to display all file types. Select the proper drive and navigate to proper folder where the file is located. The list of files is displayed on the right panel. Double-click on the name of the desired file to copy it into the Catalog Folder. The original file is left in the source folder from where it can be deleted manually if necessary.



25. Deleting a Document

To delete a document from the catalog click on it in the Documents List to select it and then click **Delete** button. The file is moved into a sub-folder called Backup. From time to time you may want to clean the backup sub-folder by deleting unnecessary files manually.

26. Renaming a Document

To rename a document from the catalog click on it in the Documents List to select it and then click **Rename** button

Group Tab

27. If you intend to make the investor part of a group, enter the Investor ID of the owner of the group in Group ID field otherwise leave it blank. The table displays all members in the group in alphabetical sequence by name. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Investors Setup - Sample Financial Company". It has several tabs: "Name and Address", "Personal Data", "Payment", "Documents", "Group", and "Opt Fields". The "Group" tab is selected. Inside the tab, there is a "Group ID" field containing "GAMDAV" and a search icon. To the right of the search icon is a text field containing "David Gambol". Below these fields is a table with three columns: "Name", "InvestorID", and "Owner". The table contains two rows: "David Gambol" with "GAMDAV" and "Yes", and "Julie Gambol" with "GAMJUL". At the bottom of the window are buttons for "Save", "Delete", "Print", and "Close".

| Name | InvestorID | Owner |
|--------------|------------|-------|
| David Gambol | GAMDAV | Yes |
| Julie Gambol | GAMJUL | |

Opt Fields Tab

28. The optional fields defined for investors are listed. Just enter appropriate values for each field. If the valid values of an optional field have been defined as a List, just click on the value column to expose the drop-down button and choose it to select a value. The tab is displayed as follows:

The screenshot shows a window titled "SYNDiLM: Investors Setup - Sample Financial Company". The "Opt Fields" tab is selected, showing a table with optional fields for investors. The table has two columns: "Name" and "Value". The rows are "Date of Birth" with value "2/2/1958" and "Marital Status" with value "Divorced". The "Marital Status" row is highlighted with a mouse cursor. Below the table is a large empty text area. At the bottom of the window are buttons for "Save", "Delete", "Print", and "Close".

| Name | Value |
|----------------|----------|
| Date of Birth | 2/2/1958 |
| Marital Status | Divorced |

4.11. Reminders

1. Click Reminders on Setup screen to display the following screen:

SYNDi LMS: Reminders Setup - Sample Financial Company

Reminder ID: 1

Reminder Type: ☐ General ☒ Loan ☐ Borrower ☐ Investor ☐ Other

Loan ID: BIR1160

Effective Date: 06/09/2009 at 9:00 AM

Remind Me: ☒ Created by: ADMIN

Reminder Date: 02/16/2010 at 9:00 AM

Note: Samuel Sampson will pay \$200,000 on this billing. Enter \$200,000 in Principal Payment. Leave the payment frequency zero so that this amount is billed only on this billing.

Hold Billing: ☐

Save Delete Close

2. The fields shown on the screen are described below:

Reminder ID

Sequential number assigned to the note by the program.



Finder is used to display a list of all Reminders in the database.



Scroll is used display previous or next record by hitting up or down arrow.



New is used to clear the screen while setting up a new note.

Reminder Type

Select the entity to which the note will be applied. The valid entities are loans, borrowers, investors, other parties and general reminders.


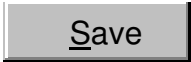

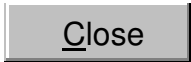
Loan ID

Borrower ID

Investor ID

Party ID

Enter the code for the entity for which the note is being entered. If the Note Type is General, no code is required in this field.

| | |
|---|--|
| Effective Date | Enter the date and time on which the note will take effect. For new reminders the current date and time is displayed as the default. Change it if necessary. |
| Remind Me | Check the box if you want to see a pop-up reminder. If Reminder checkbox in Options1 tab of Company Profile Setup is not checked, The screen displays the message “SYNDi Reminder System turned off”. In this case no Reminders will pop-up. |
| Reminder Date | Enter the date and time after which you would want to see the pop-up reminder. As a default, the date and time 24 hours from the Effective Date is set. Change it if necessary. |
| Personal | Check if you want to label the note as personal in which case it can be viewed only by the user who created it. If a note is not personal, it can be flagged as personal later but only by the user who created the note. |
| Created By | Displays the User ID of the user who created the note. |
| Note | Description of the note, unlimited number of alphanumeric characters. |
| Hold Billing | If Hold Billing is checked, the note is displayed as a reminder at the time of billing when the effective date approaches. |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to close the screen. |

- To set up a new note, click New to clear the screen.

4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Note ID or use **Finder** to select a note.
6. To delete a note, click Delete.

7. Controlling Billing through Reminders

The most powerful feature of reminders is their use in controlling the billing process. Consider the following scenario:

Loan Number BIR1160 for Samuel Sampson was set up for \$775,000 at 9.5% interest on November 10, 2002. According to the terms of the Loan, the borrower will pay \$200,000 at the end of each year and the rate of interest will be increased by 1%.

Enter the following notes to remind you when it is time to bill the extra principal installment and to increase the interest rate. Make sure that you check Hold Billing so that the note is displayed when billing is run.

11/09/2003 Samuel Sampson will pay \$200,000 on this billing.
Enter \$200,000 in Principal Payment.

11/10/2003 Change interest rate to 10.75%

11/09/2004 Samuel Sampson will pay \$200,000 on this billing.
Enter \$200,000 in Principal Payment.

11/10/2004 Change interest rate to 11.75%.

1. When billing run will run on November 9, 2003, the first note will be displayed. Go to Loans setup and enter \$200,000 in Principal Payment so that this amount will be billed. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.
2. When billing is run on December 9, 2003, the second note is displayed. Go to Loans setup and change the rate of interest to 10.75. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.
3. When billing run will run on November 9, 2004, the third note will be displayed. Go to Loans setup and enter \$200,000 in Principal Payment so that this amount will be billed. After that,

either delete the note or uncheck Hold Billing so that the note will not be displayed again.

4. When billing is run on December 9, 2004, the fourth note is displayed. Go to Loans setup and change the rate of interest to 11.75. After that, either delete the note or uncheck Hold Billing so that the note will not be displayed again.

8. Pop-up Reminders

1. If a Note has Remind Me box checked it pops up if the current date and time have exceeded Reminder Date and Time. The frequency with which these reminders pop-up depends on the frequency in minutes set in the Company Setup menu. (See Section 4.3.)
2. If you want a note to stop popping up, delete the note, or uncheck Remind Me checkbox and save the note.
3. If you want to postpone the pop-up, change the Reminder Date and time and save the note.
4. When you start SYNDi Loan Manager and enter Main Menu (Classic or Tree view) for the first time all reminders on which reminders are due are displayed. Once they are closed they will subsequently be displayed after the interval set in Company Profile.

4.12. Other Parties

1. Click **Other Parties** on Setup screen to display the following screen:

SYNDiLM: Other Parties Setup - Sample Financial C...

Name and Address

Party ID: Party Type: **Other Party**

First Name: Last Name: ☐ Corporate ☒ Personal

Address:

City: State/Prov:

Postal Code: Country:

Tel:

Fax:

E-Mail:

Contact:

Remarks:

2. The fields shown on the screen are described below:

Party ID

A code set up to identify the other party, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all records in the Lawyers table.



Scroll is used display previous or next record by hitting up or down arrow.



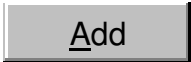


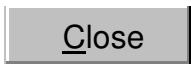
New is used to clear the screen while setting up a new record.

Party Type

A two-character User-defined field. You may set up Party Types for Agents, Brokers, Lawyers and other contacts.

First Name

Enter the first name if entering personal information, maximum 29 alphanumeric characters.

| | |
|---|---|
| Last Name | Enter the last name if entering personal information, maximum 29 alphanumeric characters. |
| Name | Enter the party's name if entering Corporate information, maximum 60 alphanumeric characters. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters. |
| Tel | Telephone number, maximum 20 alphanumeric characters. |
| Fax | Fax number, maximum 20 alphanumeric characters. |
| E-Mail | E-mail address, maximum 200 alphanumeric characters. |
| Contact | Contact name, maximum 60 alphanumeric characters. |
| Remarks | A user defined memo field. |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to close the screen. |

3. To set up a new party, click **New** to clear the screen. Enter Party ID. If the record is already present in the table, the data is displayed and various fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click Add to add the record.
6. To modify an existing record, enter the Party ID or use Finder to select a record. Enter various fields and click Save to save changes.
7. To delete a record, click Delete. You cannot delete a lawyer record that has already been assigned to a loan.

Chapter 5

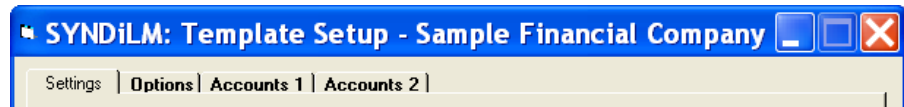
Working With Loans

5.1. Introduction

1. Loan Maintenance screen is displayed when the user clicks **Loan and Properties** on **Main Menu** as described in section 3.5.

5.2. Setting up a Template

1. The processing of a Loan depends on the settings specified in the Loan Template that defines the Loan. It is necessary to set up at least one Template before setting up a Loan.
2. Click **Templates** on Loans and Properties Menu to display the Templates screen.
3. The screen contains four tabs described below:



| | |
|------------|--|
| Settings | This screen contains various settings to be applied to the Loan. |
| Options | This screen contains banking information for the company, various miscellaneous charge codes and taxes if any. |
| Accounts 1 | Various General Ledger accounts that are debited and credited during transaction flow are described on this screen. |
| Accounts 2 | Additional General Ledger accounts that are debited and credited during transaction flow are described on this screen. |

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Settings Tab




4. The tab is displayed as follows:

The screenshot shows a window titled "SYNDiLM: Template Setup - Sample Financial Com...". It has a tabbed interface with "Settings", "Options", "Accounts 1", "Accounts 2", and "Accounts 3". The "Settings" tab is active. The form contains the following fields and controls:

- Template ID: with a Finder icon and a Scroll icon.
- Description:
- Loans are given in: ☒ Cash ☐ Kind
- Billing Frequency: (dropdown)
- Interest Payment Frequency: (dropdown)
- Default Calculation Method: (dropdown)
- Fee from investors (% of interest): %
- Warn when interest rate exceeds: %
- Default Billing Day:
- Default Payment Type: ☐ Blended ☒ Interest only
- Are loans linked to Properties?: ☒
- Use as Default Template: ☒

At the bottom are buttons: Save, Delete, Print, and Close.

5. The fields shown on the screen are described below:

| | |
|---|---|
| Template ID | A code set up to identify the Template, maximum 16 alphanumeric characters; user defined. |
|  | Finder is used to display a list of all Templates in the database. |
|  | Scroll is used display previous or next record by hitting up or down arrow. |
|  | New is used to clear the screen while setting up a new Template. |
| Description | Description of the Template, maximum 60 alphanumeric characters. |
| Loan are given in | Select Cash if loan is provided in cash in which withdrawals is made from a bank to advance loan to the borrower and the journal entry is credited to the bank account. |

| | |
|----------------------------|--|
| | Select Kind if you provide loans in kind (e.g., sell land or buildings, or finance equipment). In this case when you fund the loan the entry will be credited to proper asset account. |
| Billing Frequency | <p>Billing Frequency establishes how frequently you will running the billing process which is equivalent to generateing an invoice in accounts receivable. The following options are available:</p> <ul style="list-style-type: none"> 1 – Term (On Maturity) 2 – Daily 3 – Weekly 4 – Biweekly 5 - Semi-Monthly 6 – Monthly 7 - Bi-Monthly 8 – Quarterly 9 - Semi-Annual 10 – Annual <p>In most cases the Billing Frequency is Monthly</p> |
| Interest Payment Frequency | <p>It determines how frequently will the borrower make interest payments. The options are same as those for Billing Frequency. Normally the Interest Payment Frequency is same as Billing Frequency, e.g., Monthly. In certain circumstances you may bill the borrower Monthly but may require interest payments on Quarterly basis.</p> |
| Default Calculation Method | <p>There are four options available:</p> <ul style="list-style-type: none"> 1. 360-Day Year in which each year consists of 360 days and is divided into 12 equal months with 30 days in each month. 2. 365-Day Year in which each year consists of 365 days with no interest calculated on February 29 of a leap year. 3. Exact Year in which each normal year consists of 365 days while a leap year consists of 366 days. 4. 12-Month Year in which each year consists of 365 days and is divided into 12 equal months with 30.416667 days in each month. 5. Sum of Digits (Rule of 78): According to the |

Rule of 78, interest is calculated for the life of the loan and then allocated to each month by proportion using reverse sum of the digits methodology. (See Notes 6 to 9 in Section 1.2).

The first method is suitable for payment frequencies based on months while the other two methods are recommended for weekly and bi-weekly payments.

If Method 1 or 4 is used as the Default Calculation Method it will be used for loans with payment frequencies based on months while Method 3 will be used for loans with weekly or bi-weekly payment frequencies. If Method 2 or 3 is used as the Default Calculation Method, it will be used for all loans.

Please note that when you set up a new loan you can change the Calculation Method as necessary.

| | |
|---------------------------------|---|
| Fee Charged From Investors | Default value of management fee charged from investors as a percentage of interest. This value is used when an investor record is set up but could be modified in case it varies from investor to investor. |
| Warn When Interest Rate Exceeds | Displays a warning message if the interest rate set for a loan exceeds this value. It is intended to catch inadvertent data entry errors. |
| Default Billing Day | If you want every loan to be billed on certain day of the month, enter the day in this field (1 to 31) otherwise enter 0 in which case the loan will be billed on the day on which it was started. Changing Default Billing Day does not affect existing loans. |
| Are loans linked to Properties? | If the loans are not necessarily real-estate related, you should leave this option unchecked, otherwise you will have to define a Property and associate the loan to it. This will enable you to track Loan-to-Value (LTV) ratio. |

Use as Default
Template

Check it for the most common template. When a new loan is set up the Default Template ID is displayed. The entry can be changed if you are using another template for the new loan.

Add

Click to add a new record.

Save

Click to save the record displayed on the screen. It is highlighted only when the user changes a field.

Delete

Click to delete the record displayed on the screen.

Print

Click to print the record displayed on the screen.

Close

Click to close the screen.

6. To set up a new Template, click New to clear the screen.
7. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
8. To modify an existing record, enter the Template ID or use Finder to select a Template.
9. To delete a Template, click Delete.

Options Tab

10. The tab is displayed as follows:

The screenshot shows the 'Options' tab in the 'SYNDiLM: Template Setup - Sample Financial Com...' window. The window has tabs for 'Settings', 'Options', 'Accounts 1', and 'Accounts 2'. The 'Options' tab is active. It contains two main sections: 'Miscellaneous Charges' and 'Tax Authorities'.

Miscellaneous Charges:

- NSF Charge Code: NSF (with a search icon and a plus icon) → NSF Charges
- Prepaid Interest Code: (empty) (with a search icon and a plus icon) →
- Down Payment Code: (empty) (with a search icon and a plus icon) →
- Late Payment Chg Code: (empty) (with a search icon and a plus icon) →
- On Account Receipts: ONACCT (with a search icon and a plus icon) → On Account Receipts

Tax Authorities:

| Description | Rate % |
|-------------|--------|
| 1. HST | 13.00 |
| 2. | 0.00 |
| 3. | 0.00 |

Interest on Unpaid Balance:

- Calculate interest on unpaid balance: ☐
- G/L Account: (empty) (with a search icon and a plus icon)
- Investor %: 0

At the bottom of the window are buttons for 'Save', 'Delete', 'Print', and 'Close'.

11. The fields shown on the screen are described below:

- | | |
|-----------------------|---|
| NSF Charge Code | If you charge a service charge on returned borrower checks, you may set up a Miscellaneous Charge Code and enter it here. Every time a check is returned to the borrower, the NSF Miscellaneous Charge Code will be applied. (See Section 4.6.) |
| Prepaid Interest Code | This field is available only if you have indicated in the Company Profile that you do not deal with multiple investors. When you set up a new loan and deduct prepaid interest at the time of advancing the loan, SYNDi will use the Miscellaneous Charge Code specified in this field to deduct the prepaid interest amount automatically from the amount advanced. Set up a Miscellaneous Charge Code and enter it here. (See Section 4.6.) |
| Down payment Code | If you charge the borrower a deposit or down payment before advancing the loan amount, set up a Miscellaneous Charge Code (Section 4.6) |

and specify it on this screen.

When the deposit is received the G/L account specified in the Miscellaneous Charge Code is credited. When the loan is funded that account is debited so that it acts as a clearing account.

The option to set up Down payment Code is not available if you have checked Multiple Investors in Company Profile.

Late Payment
Charge Code

This field is used only if you are using SYNDi Service to automate messages to borrowers.

On Account
Receipt

While entering Borrower Receipts (Chapter 12) you may leave a receipt on account to be applied later.

Tax Authorities

Tax can be calculated on fee charged from investors depending on your tax laws. If you have set up your system without Multiple Investors, the Tax Authorities box is not displayed.

If no sales tax is charged on management fee, leave all the field blank otherwise you may set up a maximum of three levels of tax, e.g., federal, state and county.

Enter the description for each tax authority (maximum 20 alphanumeric characters) and the percentage. You cannot set up tax for an authority without setting up the tax for preceding level.

Interest on Unpaid
Balance

If the borrower misses a payment you may calculate interest on unpaid balance. Define the G/L account to which interest will be posted and if all or a portion of interest has to be paid to investor indicate the percentage.

Accounts Tab 1

12. The tab is displayed as follows when the user clicks tab header:

| Category | Description | Account Number | Account Name |
|-------------------------|------------------------------|----------------|---------------------------|
| Payments to Borrowers | DR Loan Receivable | 1040 | Loan Receivable |
| | CR Bank | 1020 | First City Bank Account |
| Receipts from Borrowers | DR Bank | 1020 | First City Bank Account |
| | CR Receivable from Borrowers | 1200 | Receivable from Borrowers |
| Receipts from Investors | DR Bank | 1020 | First City Bank Account |
| | CR Investors in Trust | 1050 | Investors - in Trust |
| Payments to Investors | DR Investors in Trust | 1050 | Investors - in Trust |
| | DR Payable to Investors | 2300 | Payable to Investors |
| | CR Bank | 1020 | First City Bank Account |

13. This screen is used to define G/L account numbers for receipts and payments. It is necessary that all accounts used in the template must have been set up already as shown in Section 4.1.
14. If you are providing loans in Cash, the entry is debited to Loan Receivable and credited to Bank when loan is funded (Payments to Borrowers). However, if you are providing loan in kind, e.g., leasing equipment or selling real-estate you will credit the G/L account for the asset being financed instead of crediting the loan to the bank.

If SYNDi is interfaced with an accounting package such as Sage Accpac ERP the transaction will be transferred as Miscellaneous Disbursement in Accounts Payable module otherwise it is transferred as a journal entry in G/L module.

15. Enter the account number (maximum 45 alphanumeric characters) for each line or use **Finder** to select an account number from Accounts table.
16. If SYNDi is integrated with QuickBooks, it uses the List ID for the account. *The List ID in QuickBooks is transparent to the user. Just use the **Finder** button to access account numbers from QuickBooks*

without bothering yourself with knowing or typing List IDs.

Accounts Tab 2

17. The tab is displayed as follows when the user clicks tab header:

| Description | Account Number | Action |
|--------------------------------|----------------|-------------------------|
| DR Receivable from Borrowers | 1200 | Receivable from Borrowe |
| CR Loan Receivable (Principal) | 1040 | Loan Receivable |
| CR Interest Income | 4200 | Interest Income |
| DR Interest Income | 4200 | Interest Income |
| CR Fee Income | 4400 | Fee Income |
| CR Sales Tax 1 | 2200 | GST Payable |
| CR Non-Resident Tax | 2500 | Non-Resident Tax |
| CR Payable to Investors | 2300 | Payable to Investors |
| DR/CR Rounding Errors | 5010 | Rounding Errors |
| Bad Debt Expense | 5000 | Bad Debt Expense |

Buttons: Save, Delete, Print, Close

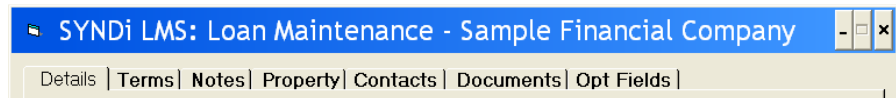
18. This screen is used to define G/L account numbers for transactions generated during billing. It is necessary that all accounts used in the Template must have been set up already as shown in Section 4.1.
19. Enter the G/L account number (maximum 45 alphanumeric characters) for each line or use Finder to select an account number from Accounts table.
20. Once all entries have been made, click Save to save the Template.
21. Click Close to close the screen.

5.3. Loan Maintenance

2. The Choose **Loans** from **Loan and Properties** menu to open **Loan Maintenance** Screen.

3. The screen contains seven tabs described below:

| | |
|----------|---|
| Details | Main screen to set up the loan. Enter the Borrower ID, loan description, start date of the loan, principal, term, interest type, interest rate and the mode in which interest has to be compounded. |
| Terms | Displays various controls to establish payment terms for the loan. |
| Notes | Enter any remarks and up to three detailed notes including reference check, collateral and relevant information. |
| Property | If you have indicated in Company Profile (Section 4.3) that loans are linked to real estate properties, this Tab displays the details of the property to which the loan is linked. |
| Contacts | SYNDi allows the user to define up to four co-borrowers and four guarantors for each loan. Any descriptive and quantitative information |



about the contacts can be entered on the Notes tab.

| | |
|-----------|---|
| Documents | You can save all documentation related to a loan in Documents Catalog. All documents in the Catalog are displayed in Documents tab and can be opened by double-clicking a document. |
|-----------|---|

| | |
|------------|--|
| Opt Fields | Enter the optional fields defined for loans. |
|------------|--|

You may access various tabs by clicking on the tab header. The fields on each tab are described below:

Details Tab

4. The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | Terms | Notes | Property | Contacts | Documents | Opt Fields

Loan ID: AVE1077

Template ID: CONVERT

Borrower ID: BLOJIM

Description: Avenue Street Plaza

Principal: 100,000.00

Down Payment: 0.00

Balance: 98,436.42

Payment: 795.36

Start Date: 01/01/2010

Interest Rate, %: Fixed 8.5000

Term: 60 Months 0 Days

Status: 1 Active

Stop Billing: ☐

In Process: ☐

Actions: Funding, Discharge, MiscChge, Adjustments, Loan Docs

Save, Delete, Profile, Amortization, Investors, Inquiry, Close

5. The fields shown on the screen are described below:

Loan ID A code set up to identify a loan, maximum 16 alphanumeric characters; user defined. It is recommended that the first six characters of Loan ID be unique.



Finder is used to display a list of all records in the Loans table. You may choose to search loans either by Loan ID, Loan Description, Borrower ID or Borrower Name. You may also filter the list to include loans with given Loan Status.



Scroll is used display previous or next record by hitting up or down arrow.



New is used to clear the screen while setting up a new record.

Template ID Enter the ID of the template that will describe the loan.

Borrower ID Enter the Borrower ID for the loan, maximum 16 alphanumeric characters; user defined. Once the loan has been set up, you cannot change this field.



Finder is used to display a list of all records in the Borrowers table. Once the loan has been set up, the **Finder** button cannot be used.



Fly is used to set up a Borrower ID on the fly. Once the loan has been set up, the **Fly** button cannot be used.

Description Description of the loan, maximum 60 alphanumeric characters.

Principal Principal amount of the loan, must be less than ten billion dollars. Once the loan has been setup and the amount advanced to the borrower, you can change the Principal only through Loan Adjustments.

Down Payment Down payment amount, if any.

Start Date Date on which the loan is advanced to the borrower.

Interest Rate Indicate whether the interest rate will be fixed or variable. In case of fixed rate, enter the percent interest rate. In case of variable rate the interest will be calculated as the specified number above or below the prime rate on or immediately before the start date of the loan. As the prime rate is modified over the life of the loan, the interest will change when monthly installment is calculated.

Term Term of the loan in months and days. For example, in case of a five-year loan, the term should be entered as 60 (i.e., 12X5) months and zero days.



Finder is used to display a list of all Rank Codes.



Fly is used to set up a Rank Code on the fly.

Status

When a loan is set up initially, the status is set to 1 (Active) and may be changed as necessary.

Stop Billing

If the status is changed to a code for which the Stop Billing indicator is checked (see section 4.7), billing ignores the loan. When a loan is discharged the status is changed to 0 (paid-out).

In Process

When a new loan is set up, the In Process flag is set automatically. It simply stops the program from posting investor receipts. The objective is to set up the loan initially and get commitments from investors as you go through the marketing process. As you enter investor receipts they are just considered commitments and do not get posted. In the meantime you may delete those receipts if the commitment is withdrawn or change the amount as necessary. Once all contributions from investors have been finalized and actually received, you may fund the loan which posts investor receipts, removes the In Process flag. Prompts the user to enter miscellaneous charges allocated for loan discharge and enters borrower payment to fund the loan.. Once the loan is funded it is ready for regular processing.

Funding

After the loan has been set up and all investor receipts have been entered and posted, click to display Borrower Payments screen (Chapter 8).

Misc Charge








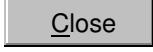
Click to set up miscellaneous charges other than those set up for loan discharge. (Section 5.7.)

Adjustment

Click to enter additional principal advanced to the borrower or lump sum principal payments received from the borrower. (Chapter 9.)

Discharge

Click to discharge the loan on or before maturity date. (Section 5.8.)

| | |
|--|---|
|  | This function may be used to prepare and e-mail various loan originating documents to investors at the time of setting up a loan. It is available if you have specified in Company Profile that you maintain Multiple Investors. (See Chapter 17) |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to print the loan profile. |
|  | Click to print the Amortization Table for the loan. |
|  | Displays a list of borrower receipts. |
|  | Click to close the screen. |

6. To set up a new loan, click **New** to clear the screen. Enter Loan ID. If the record is already present in the table, the data is displayed and various fields could be modified.
7. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
8. If you do not click the New button while entering a new record, the data from the previous record remains on the screen. You may change any fields if necessary and then click Add to add the record.
9. To modify an existing record, enter the Loan ID or use Finder to select a record. Enter various fields and click Save to save changes.
10. The Start Date of a loan cannot be changed after the loan has been funded and the In Process flag has been removed.
11. To delete a record, click Delete. You cannot delete a loan record that has already been billed or the loan amount has been advanced to the borrower.

12. Once you have initiated the billing process you cannot modify a loan until billing has been posted.
13. To print Loan Profile showing investor contributions (see Sample Report # in Appendix A), click Print while on Investors tab.

Terms Tab

14. The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | **Terms** | Notes | Property | Contacts | Documents | Opt Fields

Rank: 2 Second Mortgage

Billing Day: 31 Payment Type: ☒ Blended ☐ Interest Only

Penalty (Months): 2 for Early Discharge

Billing Frequency: Monthly

Compounding: Semi-Annual

Calculation Method: 12-Month Year

Amortize Over: 25 years

Payment Amount: 874.90 Recalculate

Maturity Date: 01/01/2015

Expected Repayment: 01/01/2015

Next Billing Date: 05/31/2012

Last Billing Date: 4/30/2012

☐ Self-Administered ☐ Calculate interest on unpaid balance

Additional Principal Deduction: Amount: 2,000.00 Start Date: 06/01/2012 Stop Date: 06/30/2012

Save Delete Profile Amortization Investors Inquiry Close

15. The fields shown on the screen are described below:

Rank User defined field, maximum 16 characters.
Rank is normally specified for mortgages, e.g., 1st, 2nd, 3rd mortgage etc.

Billing Day The day on which the payment is calculated.
This process is called “billing”.

Following are valid values for Billing Day for each payment frequency.

| | |
|--------------|------------------|
| Term | 0 |
| Daily | 0 |
| Weekly | 0 |
| Bi-weekly | 0 |
| Semi-monthly | 1 or 2 |
| Monthly | Between 1 and 31 |
| Bi-monthly | Between 1 and 31 |
| Quarterly | Between 1 and 31 |
| Semi-Annual | Between 1 and 31 |
| Annual | Between 1 and 31 |

| | |
|-------------------|---|
| | <p>In cases where the valid value of Billing Day is zero, SYNDi sets the billing process automatically depending on the payment frequency. For semi-monthly payments, billing is run on the 1st and the 16th of the month if Billing Day is set to 1, and on the 15th and the last day of the month if Billing Day is set to 2. In other cases Billing Day represents the day of the month on which billing is run. If the number of days in a month is less than Billing Day, then billing will be run on the last day of that month.</p> |
| Payment Type | <p>Select if the borrower will pay interest only or blended payment so that the payment includes a portion of principal calculated according to the formulas given below.</p> |
| Penalty Months | <p>Enter the number of months for which interest will be calculated as penalty in case of discharging the loan before the maturity date.</p> |
| Billing Frequency | <p>Depending on how frequently the borrower pays, you may select one of the following options:</p> <ol style="list-style-type: none"> 1. Term 2. Daily 3. Weekly 4. Bi-weekly 5. Semi-monthly 6. Monthly 7. Bi-monthly 8. Quarterly 9. Semi-Annual 10. Annual |
| Compounding | <p>Depending on the number of times in a year the interest is compounded, you may select one of the following options:</p> <ol style="list-style-type: none"> 1. None 2. Daily 3. Weekly 4. Bi-weekly 5. Semi-monthly 6. Monthly |

| | |
|--------------------|--|
| | <ul style="list-style-type: none"> 7. Bi-monthly 8. Quarterly 9. Semi-Annual 10. Annual |
| Calculation Method | <p>There are four options available:</p> <ol style="list-style-type: none"> 1. 360-Day Year in which each year consists of 360 days and is divided into 12 equal months with 30 days in each month. 2. 365-Day Year in which each year consists of 365 days with no interest calculated on February 29 of a leap year. 3. Exact Year in which each normal year consists of 365 days while a leap year consists of 366 days. 4. 12-Month Year in which each year consists of 365 days and is divided into 12 equal months with 30.416667 days in each month. 5. Sum of Digits (Rule of 78): According to the Rule of 78, interest is calculated for the life of the loan and then allocated to each month by proportion using reverse sum of the digits methodology. (See Notes 6 to 9 in Section 1.2). <p>The first method is suitable for payment frequencies based on months while the other two methods are recommended for weekly and bi-weekly payments.</p> |
| Amortize Over | In case of blended payments, enter the amortization period in years. This field is disabled if you have set the payment type as “interest only”. |
| Payment Amount | The payment for a period is calculated automatically for blended payments on the basis of principal, interest rate, payment frequency, compounding frequency, calculation method and amortization period. You may change the value if necessary. |
| Recalculate | Once the loan has been set up, the system cannot change the payment amount automatically if you change any parameter |

affecting the calculation unless you click the **Recalculate** button.

| | |
|--------------------|---|
| Maturity Date | <p>The maturity date is calculated on the basis of start date and term. Thus if the start date is March 20, 2008 and the term is 24 months, the maturity date will be March 20, 2010.</p> <p>The maturity date can be changed if necessary but it must always be after the last billing date. When the maturity date arrives the last billing is run on that date even if the next billing date has not yet approached. The principal balance is added to the payment amount to calculate balloon payment and the balance is zeroed.</p> |
| Expected Repayment | <p>Expected Repayment Date. When a loan is set up, the Expected Repayment Date is set to be the same as the Maturity Date. Occasionally it may have to be modified if the borrower has decided to extend the loan or pay it off earlier.</p> <p>The Expected Repayment Date is used to generate Loans Due for Repayment Report for cash flow and marketing purposes. You may print this report show investors whose contributions are going to mature within certain number of days and approach them to invest in forthcoming loans.</p> |
| Next Billing Date | <p>The next billing date is calculated on the basis of start date, payment frequency and Billing Day. As billing is run, it updates last and next billing dates automatically.</p> |
| Last Billing Date | <p>The last billing date is blank if no billing has been run yet for a loan that has been just set up otherwise it displays the date on which billing was run the last time.</p> |
| Self-Administered | <p>The administration of a Loan is normally a three-step process: (a). Run Billing, (b). Enter Borrower Receipts, and (c). Enter Investor Payments. If you are responsible just for closing the loan and do not get involved in receiving payments from the borrower and distributing them to investors, you may check</p> |

| | |
|--------------------------------------|---|
| | the loan as Self-Administered in which case the program flags it to be processed automatically in step (b). |
| Calculate interest on unpaid balance | If you have indicated in Company Profile Setup (Section 4.3) that you calculate interest on unpaid balance, uncheck here if you do not want to calculate interest for the individual loan. |
| Additional Principal Deduction | In Interest-only loans SYNDi calculates interest only at each billing such that the entire principal is payable at the end of the term. However, if the borrower pays down a flat amount, say \$500 a month. You may enter it as the amount. You may also specify the Start Date after which the additional payment will be applicable and the Stop Date after which the additional amount will not be deducted. Normally these dates are same as Loan Start Date and Maturity Date respectively. |

16. Term Loans

A Term Loan is defined as a loan for which the total interest for the term is charged at the end of the term. For instance if the Start Date of a \$100,000 loan at 12% interest only with no compounding is February 21, 2008 and the term is 12 months, the Maturity Date of the loan will be February 20, 2009. In such a case, set Billing Day to 0. Billing will run on February 20, 2009 to bill the principal amount of \$100,000 plus interest of \$10,000.

17. Interest-Free Loans

While entering an interest-free loan, enter the interest rate as 0% fixed. If a fixed dollar amount has to be recovered on monthly basis, set the Payment Type as Blended, amortized over the period of the loan. Enter the installment amount in the Payment Amount field.

Consider a \$12,000 interest-free loan over one year period such that the borrower will pay \$1,000 a month. Set Payment Type to Blended, Compounding to None and Amortization Period as 12 months. Set the Payment Amount to \$1,000.

Notes Tab

18. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDi LMS: Loan Maintenance - Sample Financial Company". The "Notes" tab is selected in the top navigation bar, which also includes "Details", "Terms", "Property", "Contacts", "Documents", and "Opt Fields".

The main content area contains four text input fields for notes:

- Remarks:** 1077 Avenue Street West
Toronto, ON M3A 0B0
- Note 1:** Co-signer George Smith. Check credit rating.
- Note 2:** Past history good. No default history.
See Mortgage ERIN651 in 1995.
- Note 3:** (Empty field)

Below the notes, there is a summary section with two columns of data:

| | | | |
|------------------------|------------|-----------------------|-----------|
| Principal Advanced | 100,000.00 | Investor Commitments | |
| Principal paid to-date | 2,270.72 | Interest paid to-date | 30,220.88 |
| Borrower Balance | 97,729.28 | Investors Balance | 0.00 |

At the bottom of the window, there is a row of buttons: Save, Delete, Profile, Amortization, Investors, Inquiry, and Close.

19. The fields shown on the screen are described below:

Remarks A memo field of virtually unlimited size to enter descriptive statements.

Notes 3 memo fields of virtually unlimited size to enter descriptive statements.



20. The screen also displays various control totals such as the amount advanced to the borrower, principal and interest paid to-date by the borrower, total balance owed by the borrower and total balance owed to investors.

Property Tab

21. This tab is used only if loans are linked to properties as specified in Company Profile (Section 4.3). The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | Terms | Notes | **Property** | Contacts | Documents | Opt Fields

Property ID:  

Appraised Value: Selling Price:

Other Loans: Loan-To-Value: %

Type:

Category:

Class:

Save Delete Profile Amortization Investors Inquiry Close

22. The fields shown on the screen are described below:

Property ID A code set up to identify the property, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all records in the Properties table.

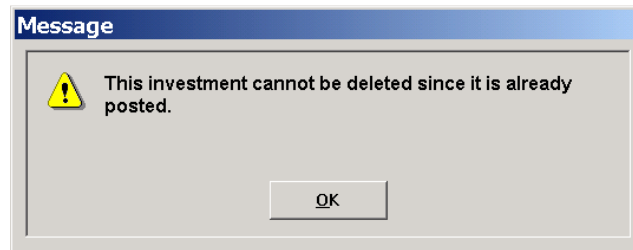


Fly is used to set up a new Property or maintain existing properties. (See Section 5.4).

23. The remaining fields on the screen are described in detail in under Manage Properties (Section 5.4).
24. You cannot change Property ID using **Finder** or **Fly** button if a loan has already been funded.
25. You may click **Investors** button to display contributions from individual investors in a tabular form. You may scroll through the table by clicking inside the scroll area on the right side of the table if

all investors cannot be accommodated on one screen.

26. You may select an investor by clicking in the record selector area on the left side of the table. When an investor is selected, the corresponding record in the table is highlighted:
27. Contributions from the investor selected in the table are displayed on the top portion of the screen.
28. The area at the bottom of the screen shows total contributions to the loan from all investors.
29. A contribution can be deleted by selecting it in the table and hitting <Delete> key. You can delete only unposted receipt. If you attempt to delete a receipt that has already been posted, the following message is displayed:



30. In order to review the details of a contribution, select the record in the table and hit <Enter> key. The investor receipt screen (Chapter

| | Investor ID | Loan Amount | Start Date | Name | Fee % | Principal | Interest | Fee | |
|---|-------------|-------------|------------|------------------|-------|-----------|-----------|----------|--|
| | BARBIL | 50,000.00 | 6/10/2004 | Bill Baroodwala | 6.00 | 0.00 | 5,145.79 | 308.75 | |
| | BINSEB | 100,000.00 | 6/10/2004 | Sebastian Bingor | 6.00 | 0.00 | 10,291.71 | 617.39 | |
| | GOLBAR | 175,000.00 | 6/10/2004 | Barry Goldberg | 6.00 | 0.00 | 18,010.46 | 1,080.58 | |
| ▶ | HIGBAR | 50,000.00 | 6/10/2004 | Barry Higgert | 6.00 | 0.00 | 5,145.79 | 308.75 | |
| | JINJOH | 75,000.00 | 6/10/2004 | John Jingle | 6.00 | 0.00 | 7,718.75 | 463.08 | |

6) is displayed and the cursor is positioned at Receipt Number. Hit <Tab> to display the receipt record.

31. You may add another receipt on the fly by hitting <Insert> key while positioned at a record in the table.
32. The Print button at the bottom of the screen becomes enabled while you are on Investors tab. Click to print the Loan Profile that displays the contents of the table.

Contacts Tab

33. The tab is displayed as follows:

SYNDiLM: Loans - Sample Financial Company

Details | Terms | Notes | Property | **Contacts** | Documents | Opt Fields

Co-Borrowers

| | | | | |
|---|--------|----------|-------|----------------|
| 1 | SAMSAM | [Lookup] | [Add] | Samuel Sampson |
| 2 | | [Lookup] | [Add] | |
| 3 | | [Lookup] | [Add] | |
| 4 | | [Lookup] | [Add] | |

Guarantors

| | | | | |
|---|--------|----------|-------|------------|
| 1 | SMIJOH | [Lookup] | [Add] | John Smith |
| 2 | | [Lookup] | [Add] | |
| 3 | | [Lookup] | [Add] | |
| 4 | | [Lookup] | [Add] | |

Lawyer ID

| | | | |
|------|----------|-------|-----------------------------|
| KHAN | [Lookup] | [Add] | Khan Associates, Barristors |
|------|----------|-------|-----------------------------|

Reference

| |
|-------------------|
| File Number 20158 |
|-------------------|

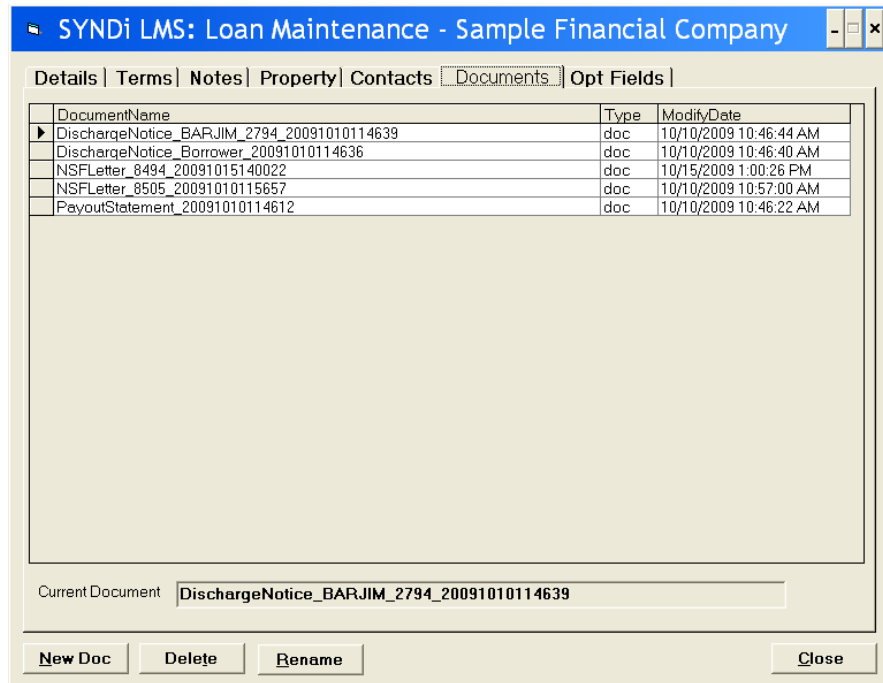
Save Delete Profile Amortization Investors Inquiry Close

| | |
|--------------|--|
| Co-Borrowers | You can specify up to four Co-Borrowers set up in Borrowers Table. |
| Guarantors | You can specify to four Guarantors set up in Other Parties Table. |
| Lawyer ID | Enter the Lawyer ID for the loan, maximum 16 alphanumeric characters; predefined. Lawyers are defined in Other Parties Table (See 4.12). |
| Reference | Any user-specified information about the loan, maximum 60 alphanumeric characters. |

34. Any quantitative or descriptive information about co-borrowers and guarantors can be placed on the Notes tab.

Documents Tab

35. This tab displays loan documents saved in Documents Catalog.



36. The fields shown on the screen are described below:

Document List

The list may contain Microsoft Word documents, pdf files, pictures of the property saved as jpg, gif or bmp files, survey results and all other related documents. Some documents prepared by SYNDi are automatically saved in the Documents Catalog.

New Doc

New Doc is used to add a new document to the Documents Catalog.

Delete

Delete is used to delete a document from the Documents Catalog.

Rename

Rename is used to change the name of a document in the Documents Catalog.

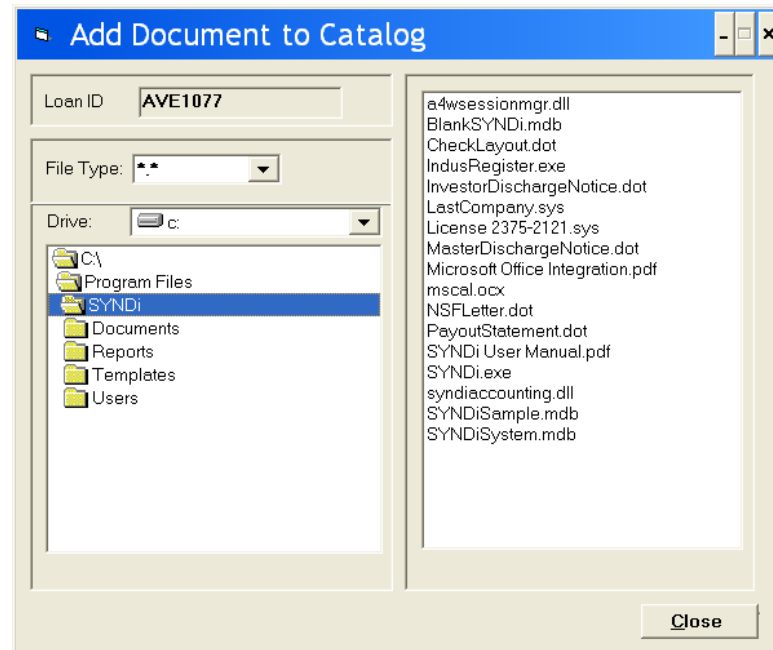
37. Organization of Documents Catalog

All files to be displayed in Documents Catalog are placed in the *catalog folder* which is *database location\Loans\LoanID*. For

instance, if the database is located in C:\Program Files\SYNDi\Database, the catalog folder for Loan ID AVE1077 will be C:\Program Files\SYNDi\Database\Loans\AVE1077. In order to open a document, double-click on it in the Document List.

38. Adding a New Document

To add a new document to the catalog click **New Doc** button to display the following screen:



Choose the appropriate File Type (e.g., *.doc, *.pdf, *.jpg etc) or leave it *.* to display all file types. Select the proper drive and navigate to proper folder where the file is located. The list of files is displayed on the left panel. Double-click on the name of the desired file to copy it into the Catalog Folder. The original file is left in the source folder from where it can be deleted manually if necessary.

39. Deleting a Document

To delete a document from the catalog click on it in the Documents List to select it and then click **Delete** button. The file is moved into a sub-folder called Backup. From time to time you may want to clean the backup sub-folder by deleting unnecessary files manually.

40. Renaming a Document

To rename a document from the catalog click on it in the Documents List to select it and then click **Rename** button.

Opt Fields Tab

41. The tab is displayed as follows:

The screenshot shows a software window titled "SYNDi LMS: Loan Maintenance - Sample Financial Company". The window has a tabbed interface with the following tabs: Details, Terms, Notes, Property, Contacts, Documents, and Opt Fields. The "Opt Fields" tab is currently selected. Inside the tab, there is a table with two columns: "Name" and "Value". The table contains three rows of data:

| Name | Value |
|---------------------------------------|----------|
| ► Zoning appropriate for proposed use | Yes |
| Existing or New | Existing |
| Previous Loan Date | |

Below the table is a large empty rectangular area. At the bottom of the window, there is a row of buttons: Save, Delete, Profile, Amortization, Investors, Inquiry, and Close.

42. The optional fields defined for loans are listed. Just enter appropriate values for each field.

5.4. Manage Properties

- 1. The following screen is available only if you have specified in one or more templates that Loans are linked to Properties (Section 5.2 Options Tab 2). It can be accessed by clicking **Fly** button next to Property ID on **Property** tab in **Loan Maintenance** screen or by choosing **Properties** on **Loans and Properties** menu (Section 3.5).



SYNDiLM: Properties Setup - Sample Financial Com...

Property

Details

Property ID

BAN2365



Outstanding Balance

450,000.00

Appraised Value

1,500,000.00

Loan-To-Value

30 %

Selling Price

0.00

Other Loans

200,000.00

Legal Description

2365 Banglore Avenue, Vancouver BC V1A 1H2

Property Address

2365 Banglore Avenue, Vancouver BC V1A 1H2

City/Prov/State

Vancouver



BC`

V1A 1H2

Canada

Type



1



Residential

Category



1



Single Unit

Class

2






North York

Save

Delete

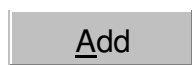
Close

- 2. The fields shown on the screen are described below:

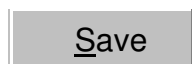
| | |
|---|---|
| Property ID | A code set up to identify the property, maximum 16 alphanumeric characters; user defined. |
|  | Finder is used to display a list of all records in the Properties table. |
|  | Scroll is used display previous or next record by hitting up or down arrow. |
|  | Fly is used to set up a new Property or maintain existing properties. |
| Appraised Value | Enter the Appraised Value |
| Selling Price | Enter the Selling Price, |

| | |
|---------------------|--|
| Other Loans | If there are any third party mortgages on the property, which have not been entered into SYNDi, enter the total outstanding amount of such loans in this field. |
| Outstanding Balance | Displays outstanding balance on all loans on the specified property including Other Loans. |
| Loan-To-Value | Displays the Loan-To-Value (LTV) Ratio as a percentage. (See Note below). |
| Legal Description | Enter legal description of the property. |
| Address | Three address lines, maximum 60 alphanumeric characters each. |
| City | Name of the city, maximum 30 alphanumeric characters. |
| State / Prov | State or province, maximum 20 alphanumeric characters. |
| PostalCode | Zip code or postal code, maximum 10 alphanumeric characters. |
| Country | Country Name, maximum 20 alphanumeric characters. |
| Type | <p>User defined field, maximum 16 alphanumeric characters. You may display the predefined Type Codes by clicking the Finder button or define a new Type Code by clicking the Fly button next to Type field.</p> <p>You may use Type to indicate the zoning, e.g., RES for Residential, COM for Commercial etc.</p> |
| Category | User defined field, maximum 16 alphanumeric characters. You may display the predefined Category Codes by clicking the Finder button or define a new Category Code by clicking the Fly button next to Category field. |
| Class | User defined field, maximum 16 alphanumeric characters. You may display the predefined Class Codes by clicking the Finder button or |

define a new Class Code by clicking the **Fly** button next to Class field.



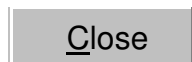
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.



Click to close the screen.

3. Calculation of Loan-To-Value (LTV) Ratio

Loan-To-Value Ratio is defined as the amount owed on the property divided by the Appraised Value or the Selling Price, whichever is less. The value is frequently multiplied by 100 to express it as a percentage.

SYNDi Loan Manager calculates LTV Ratio only if Appraised Value or Selling Price have been provided. If both values have been entered it uses the smaller value as **Base Value**. Next it scans the database to calculate the outstanding principal on all loans linked to the property. The Other Loans amount is added to the total of outstanding principals to get the **Balance**. If no outstanding Balance is found the LTV Ratio is zero, otherwise it is $\text{Balance} / \text{Base Value} \times 100$.

As the balance on loans linked to a property decreases due to blended payments or discharge of one or more loans, the LTV Ratio decreases accordingly.

Details Tab

4. This tab displays balances on all loans related to the property including Other Loans. It also contains three descriptive fields for Notes related to the Property.

The screenshot shows the 'SYNDiLM: Properties Setup - Sample Financial Com...' window with the 'Details' tab selected. The 'Number of Units' field is set to 1. There are three text input fields for 'Notes' labeled (1), (2), and (3). Below these is a table titled 'Outstanding Loans' with the following data:

| LoanID | Principal | Paid | Balance | Maturity |
|-------------|------------|------|------------|----------|
| BAN2365 | 250,000.00 | 0.00 | 250,000.00 | |
| Other Loans | 200,000.00 | 0.00 | 200,000.00 | |

At the bottom of the window are buttons for 'Save', 'Delete', and 'Close'.

5. The Number of Units field can be used, for instance, to enter the number of apartments in a building. Normally it should be set to 0. If you are printing Loan Documents the figure will be used for Investor Disclosure (see Chapter 17).

5.5. Fund a Loan

Please see Borrower Payments (Chapter 8).


5.6. Enter Miscellaneous Charges


If SYNDi is interfaced with QuickBooks, it is necessary that QuickBooks be open with the right company when you enter this screen.


1. Click **Misc Charge** on the **Details** tab of **Loan Maintenance** screen to display the following screen:

SYNDi LMS: Misc Charge Entry - Sample Financial Company

Loan ID: **BIR1160** **1160 Birchmount Road**

View Existing Deductions  Loan Amount: **725,000.00**


Misc Charge Code: **BROKERAGE**  **Brokerage Fee**

G/L Account: **4300**  **Management Fee Income**

Amount: **1,000.00** Charge borrower: **1,000.00**

Borrower %: **100.0000** Pay investor: **500.00**

Investor %: **50.0000** **Distribute** Last Billed: **03/09/2007**

Frequency: **Next Billing** Next Billed: **03/09/2007** 

Active: ☐ Unapplied Amount: **0.00**

| InvestorID | Name | LoanAmount | Balance | MiscCharge |
|------------|------------------|------------|------------|------------|
| BARBIL | Bill Baroodwala | 50,000.00 | 50,000.00 | 17.24 |
| BINSEB | Sebastian Bingor | 100,000.00 | 100,000.00 | 34.48 |
| GOLBAR | Barry Goldberg | 175,000.00 | 175,000.00 | 60.34 |
| HIGBAR | Barry Higgert | 50,000.00 | 50,000.00 | 17.24 |
| JINJOH | John Jingle | 75,000.00 | 75,000.00 | 25.86 |
| KNOBEN | Ben Knowles | 25,000.00 | 25,000.00 | 8.62 |
| MCKBOB | Bob McKenzie | 25,000.00 | 25,000.00 | 8.62 |
| NIMELY | Ely Nimber | 50,000.00 | 50,000.00 | 17.24 |

Save **Delete** **Close**

2. The fields shown on the screen are described below:

Loan ID

Displays the Loan ID for which the Miscellaneous Charge is being entered.



View Miscellaneous Charge Codes for this loan. Click to display existing Miscellaneous Charge Codes to the loan.

Misc Charge Code


An alphanumeric code of up to 16 digits set up to identify the miscellaneous charge.



Finder is used to display a list of all codes in the Miscellaneous Charge Codes table.



New is used to clear the screen while setting up a new miscellaneous charge.

| | |
|---|---|
| G/L Account | Displays the General Ledger Account to which the miscellaneous charge will be credited as defined in the Miscellaneous Charge Code Table. |
| Amount | Displays the amount to be billed as defined in the Miscellaneous Charge Code Table. If the Miscellaneous Charge Type in the Miscellaneous Charge Code Table is defined as a percentage, the amount is calculated at the time of setting up the miscellaneous charge. |
| Borrower % | Displays the percentage of the amount to be charged to the borrower as defined in the Miscellaneous Charge Code Table. |
| Investor % | Displays the percentage of the amount to be paid to the investor as defined in the Miscellaneous Charge Code Table. |
|  | Click to distribute the total investor amount to individual investor. Whenever you change Investor Percentage or the Miscellaneous Charge Amount, you should click to distribute the amount properly so that the Unapplied Amount is zero. |
| Frequency | <p>You may choose one of the following options:</p> <p>Next Billing:</p> <p>The transaction is applied when the next billing is run and is rendered inactive.</p> <p>Every Billing:</p> <p>The transaction is applied whenever billing is run and remains active until the user renders it inactive.</p> <p>Loan Discharge:</p> <p>The transaction is applied at the time of discharging the loan.</p> <p>Loan Advance:</p> |

The transaction is applied at the time of advancing the loan to the borrower while initially funding the loan. You cannot choose this option once the loan has been funded.

Miscellaneous charges such as Brokerage Fees could be entered under such Miscellaneous Charge.

Transactions applied to loan advance cannot be distributed to investors. When this option is chosen the investor percentage is automatically changed to zero.

If you have already funded the loan but have not posted Borrower Payment, you can still enter a miscellaneous charge to be applied to loan advance but you cannot change it or delete it unless you delete the borrower payment first.

If the borrower payment has already been posted, you cannot enter any miscellaneous charge to be applied to loan advance and cannot change or delete existing charges.

You can apply a charge to loan advance only if the investor percentage is zero.

Quarterly:

The transaction is applied after every three months and remains active until the user renders it inactive.

Semi-annual:

The transaction is applied after every six months and remains active until the user renders it inactive.

Annual:

The transaction is applied after every twelve months and remains active until the

user renders it inactive.

| | |
|------------------|---|
| Last Billed | Displays the date on which the charge was billed last time. Normally it is the last billing date of the loan. |
| Next Billed | Displays the date on which the charge will be billed. Normally it is the next billing date of the loan but the user may change it to a date later than the next billing date. The date gets updated automatically when the loan is billed. If the next application date of the miscellaneous charge falls after the maturity date of the loan it is applied on the maturity date for the last time and is automatically rendered inactive. |
| Active | Check it to indicate to the system that the charge should be billed. If the Frequency is Next Billing, the system unchecks it after the charge is billed. If it has to be activated again at a later date (e.g., NSF charges), check it again and the charge will be billed next time billing is run. If the Frequency is Every Billing the Active box will remain checked unless you uncheck it manually. |
| Unapplied Amount | Normally the distribution of amount to be paid to investors is done in proportion to their percentage of contribution to the loan. A list of investors with corresponding amounts is displayed and you may change the individual amounts if necessary. In the example shown above, the investors will be paid a total of \$500. Unapplied amount is the difference between the total investor amount and the sum of the amounts for individual investors. This amount must be zero in order to save the Miscellaneous Charge record. To change the amount for individual investors, click the amount field to highlight it, overwrite the amount and hit <Tab>. |

Add

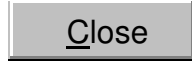
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.



Click to delete an existing record.



Click to close the screen.

3. To set up a new record, click New to clear the screen. Enter the Miscellaneous Charge Code. If the record is already present in the table, the data is displayed and the fields could be modified.
4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Miscellaneous Charge Code or use Finder to select a record. Enter the fields and click Save to save changes.
6. If you have set up a term loan with prepaid interest, do not enter the interest amount as a miscellaneous charge since the system already deducts it from borrower payment.

5.7. Discharge a Loan

- Once a loan reaches maturity or is discharged early, choose Discharge a Loan on the Loan Setup Menu to display the following screen:

SYNDi LMS: Loan Discharge - Sample Financial Company

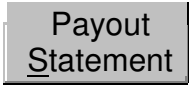
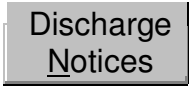
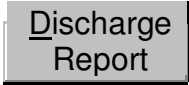
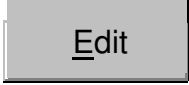

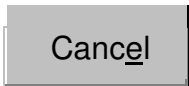

| Loan ID | BIR1160 | 1160 Birchmount Road | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|--|------------|--|-----------|--|-----------|------------|-----------|------------|----------|----------|----------|----------|---------|-----------|---------|-----------|--|----------|-----|-------|--------------|--------|---------|-------|--------------|------|-----------|------|--------------|------------|--------------|--------|--|--|------------------|------|-------------|--|--------------|------------|
| Discharge Date | 03/15/2007 | <input type="checkbox"/> Send payment to investors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Borrower Name | Samuel Sampson | Interest Rate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Billing | 03/09/2007 | Per Diem Interest | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Next Billing | 04/09/2007 | Maturity Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="2">Borrower</th> <th colspan="2">Investors</th> </tr> </thead> <tbody> <tr> <td>Principal</td> <td>725,000.00</td> <td>Principal</td> <td>725,000.00</td> </tr> <tr> <td>Interest</td> <td>1,132.17</td> <td>Interest</td> <td>1,132.17</td> </tr> <tr> <td>Penalty</td> <td>17,218.75</td> <td>Penalty</td> <td>17,218.75</td> </tr> <tr> <td></td> <td>3 Months</td> <td>Fee</td> <td>67.90</td> </tr> <tr> <td>Misc Charges</td> <td>250.00</td> <td>N/R Tax</td> <td>10.98</td> </tr> <tr> <td>Prev Balance</td> <td>0.00</td> <td>Sales Tax</td> <td>3.38</td> </tr> <tr> <td>Total Payout</td> <td>743,600.92</td> <td>Misc Charges</td> <td>250.00</td> </tr> <tr> <td></td> <td></td> <td>Previous Balance</td> <td>0.00</td> </tr> <tr> <td>Error Codes</td> <td></td> <td>Total Payout</td> <td>743,600.92</td> </tr> </tbody> </table> | | | Borrower | | Investors | | Principal | 725,000.00 | Principal | 725,000.00 | Interest | 1,132.17 | Interest | 1,132.17 | Penalty | 17,218.75 | Penalty | 17,218.75 | | 3 Months | Fee | 67.90 | Misc Charges | 250.00 | N/R Tax | 10.98 | Prev Balance | 0.00 | Sales Tax | 3.38 | Total Payout | 743,600.92 | Misc Charges | 250.00 | | | Previous Balance | 0.00 | Error Codes | | Total Payout | 743,600.92 |
| Borrower | | Investors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Principal | 725,000.00 | Principal | 725,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interest | 1,132.17 | Interest | 1,132.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Penalty | 17,218.75 | Penalty | 17,218.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 Months | Fee | 67.90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Misc Charges | 250.00 | N/R Tax | 10.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prev Balance | 0.00 | Sales Tax | 3.38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Payout | 743,600.92 | Misc Charges | 250.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Previous Balance | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Error Codes | | Total Payout | 743,600.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Buttons: Payout Statement, Discharge Notices, Discharge Report, Edit, Post, Cancel, Close

- The fields shown on the screen are described below:

| | |
|---------------------------|---|
| Loan ID | An alphanumeric code of up to 16 digits set up to identify the loan. |
| Discharge Date | Enter the date on which the loan is being discharged. When the Discharge Date is entered, the program runs billing (Chapter 10) and saves the billing data in temporary area. |
| Send Payment to Investors | Check it if the borrower is supposed to send all monies payable to investors directly to them. When the box is checked, a list of investors with corresponding amounts is printed on the payout statement. No other processing is affected. |
| Interest Rate | Displays the rate at which the loan was advanced. |

| | |
|---------------------------|---|
| Borrower Name | Displays the name of the borrower. |
| Per Diem Interest | Displays the daily interest amount. |
| Last Billing | Displays the date on which last billing was run. |
| Next Billing | Displays the date on which next billing is scheduled to run. |
| Maturity Date | Displays the maturity date of the loan. |
| Borrower: Principal | Displays the principal to be paid to the borrower. |
| Borrower: Interest | Displays the interest calculated from the Last Billing Date to the Discharge Date. |
| Borrower:Penalty | If the loan profile indicates a number of months' interest to be calculated for early discharge, the program calculates interest from the discharge date up to the maturity date, up to a maximum of penalty months on the loan profile. If the difference between the maturity date and the discharge date is less than the number of penalty months, penalty is calculated for that period. |
| Borrower: Misc Charges | Displays the total amount of unbilled miscellaneous charges including the amounts to be billed at the time of loan discharge. |
| Borrower: Prev Balance | Displays the total of previous unpaid balances. |
| Borrower: Total Payout | Display the total amount payable by the borrower. |
| Investors: Principal | Displays the total principal to be paid to the investors. |
| Investors: Interest | Displays the interest calculated from the Last Billing Date to the Discharge Date to be paid to the investors. |
| Investors:Penalty | Displays the total interest penalty to be distributed to investors. |
| Investors:Fee | Displays the total fee to be deducted from the |

| | |
|---|--|
| | interest and penalty calculated for investors. |
| Investors:N/R Tax | Displays the total non-resident tax to be deducted from the interest and penalty calculated for investors. |
| Investors: Sales Tax | Displays the total sales tax to be deducted on the fee charged from investors. |
| Investors: Misc Charges | Displays the total amount of unpaid miscellaneous including the amounts to be paid at the time of loan discharge. |
| Investors: Prev Balance | Displays the total of previous undistributed balances. |
| Investors: Total Payout | Display the total amount payable to the investors. |
|  | Click to print the Payout Statement. |
|  | Click to print master discharge notice as well as discharge notices for individual investors.. |
|  | Click to print the Discharge Report, similar to Billing Report produced during a billing run. |
|  | Click to edit the billing data collected in the temporary area. See Section 10.3 for details. |
|  | Click to apply the billing data and delete the temporary area. The Post function pays off the loan. |
|  | Click to delete the billing data collected in the temporary area. You can use this button if you have not posted the data yet. Please note that any edits done to the billing data are lost. |
|  | Click to close the screen. |

- Loan Discharge cycle starts when you enter the discharge date and is completed when you either post it or cancel it. If you enter Loan

Discharge just to print payout statements and discharge notices, do not post it if you are not ready. Instead, click **Cancel**.

4. The **Post** button gets highlighted only if you have printed either Payout Statement or Discharge Notices and if there is no error. You may correct the error by clicking **Edit** and reprinting the statements.
5. Entering a discharge initiates the billing process. Loan Discharge and Billing are mutually exclusive and you can run either one or the other. You cannot enter a discharge if billing is in progress and vice versa. If you wish to run billing while the discharge is in progress then either cancel the discharge or post it before you run billing. Similarly if you wish to a discharge while billing is in progress then either cancel billing or post it before you enter the discharge.
6. If you need to change the wording in Payout Statement or Discharge Notices, run Microsoft Word 2003+ and edit the files in Templates sub-folder as described in Section 3.11. Be careful not to touch Mail Merge fields and save the files back as dot files.

WARNING: If you edit your templates they may not work with future releases of the program.

5.8. Renew a Loan

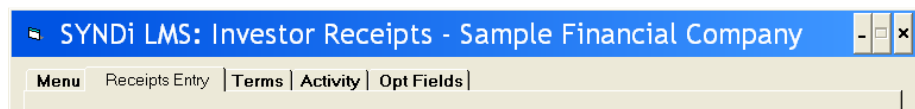
Reserved for future use.

Chapter 6

Investor Receipts

6.1. Introduction

1. This function is used only if you have indicated in the Company Profile that you maintain multiple investors.
2. After a new loan has been setup, potential investors are contacted to join the syndicate.
3. When a contribution is received from an investor it is entered as a *receipt*. Each receipt generates a unique Investment Number and the program applies all billings and disbursements to the investment. An investor may have multiple investments in a loan.
4. When all receipts have been entered they should be posted in order to be considered part of billing.
5. It is mandatory that the total amount received from investors is equal to the principal entered in the loan record.
6. The Investor Receipts screen is displayed when the user clicks Investor Receipts on Main Menu.
7. Click Investor Receipts on Main Menu to display the following screen containing two tabs described below:



| | |
|----------------|--|
| Menu | Print various listings and post receipts |
| Receipts Entry | Enter investor receipts. |
| Terms | Establishes interest rate and related factors. |
| Activity | Display the principal and interest paid to-date. |
| Opt Fields | Enter optional fields defined for investor receipts. |

8. You may access various tabs by clicking on the tab header.

6.2. Receipts Entry Tab

1. The Receipts Entry tab is displayed as follows:

SYNDiLM: Investor Receipts - Sample Financial Co...

Menu Receipts Entry Terms Activity Opt Fields

Investment No: 1

Bank ID

Loan ID: AVE1077 Avenue Street Plaza

Date: 01/01/2010

Investor ID: BAHOTT Otto Bahn

Description: Investor Contribution

Lawyer ID: KHAN Khan Associates, Barristors

Gross Amount: 100,000.00 Net Amount: 100,000.00

Cross Ref No: AVE1077-BAHOTT

Investor's Bank

Transit Number: 0016-20715 Principal Advanced: 110,000.00

Account No.: 002061076 Status: Posted

Save Delete Close

2. The fields shown on the screen are described below:

Investment No: A numeric code assigned by the system from the Next Receipt Number in Company Profile table. Whenever a new receipt is generated the Next Receipt Number in Company Profile table is incremented by 1.



Finder is used to display a list of receipts in the Loan Investors table.



New is used to clear the screen while setting up a new record.

Bank ID

Enter Bank ID for the bank in which funds will be deposited. This field is optional except when SYNDi is integrated with an accounting package.



Finder is used to display a list of banks in the Banks table.

Loan ID

Enter the Loan ID, maximum 16 alphanumeric

characters; user defined.



Finder is used to display a list of all records in the Loans table.



Fly is used to set up a loan on the fly.

Date

Enter the date of transaction. The date must be prior to the next billing date of the loan. If the loan has never been billed before, the date must not be prior to the start date. If the loan has been billed at least once, the date should not be prior to the last billing date.

The range of valid dates is displayed on the screen for reference.

Investor ID

Enter the Investor ID, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all records in the Investors table.



Fly is used to set up an investor on the fly.

Investment Type

While entering a new receipt, the system retrieves the Investment Type from the investor record. The value can be changed if necessary.

Description

Enter check number or description.

Lawyer ID

The lawyer that is used for the loan is automatically entered on a new receipt but you may change the Lawyer ID if necessary.

Gross Amount

Enter amount contributed by the investor.

Net Amount

Net Amount is the actual amount received from the investor. Normally it is equal to the Gross Amount except for Term Loans with prepaid interest. For instance if you set up a 24-month \$100,000 loan with 12% prepaid interest with annual compounding, the interest amount will be \$24,000. You will have to advance \$76,000 to the borrower. If an investor contributes \$50,000 to the loan, he will actually pay \$38,000 and collect full \$50,000

at the end of the term. When you enter \$50,000 for Gross Amount, the system will automatically calculate \$38,000 as the Net Amount.

Transit Number

If monthly payments will be made through direct deposit, enter the Transit Number for investor's bank.

The Transit Number consists of a 4-digit Institution Number of the bank, followed by a hyphen, followed by a 5-digit Branch Number. If the Institution Number is less than 4 digits, add zeroes on the left. For instance if the Institution Number is 016 and the Branch Number is 20715, the Transit Number will be 0016-20715.

Account #

Enter the Bank Account Number for the investor, 7 to 12 numeric characters.

While entering a new receipt, the system retrieves the Account Number from the investor record. The value can be changed if necessary.

Cross Ref No

Cross-Reference Number is a 19-character field that is used if you process investor payments through direct deposits via **SYNDi EFT**. This field goes to the bank when you EFT the information.

When a new receipt is entered, the system builds the Cross-Reference Number by joining the first 9 characters of Loan ID and the first 9 characters of the investor ID and putting a hyphen in the middle.

Cross-Reference Numbers must be unique. If two or more Loan IDs or Investor IDs have the same characters in the first 9 positions, you may get duplicate Cross-Reference Numbers and the system displays an error message if it encounters a duplicate. Duplicate Cross-Reference Numbers may also be generated if an investor contributes to a loan more than once. In such cases you must change the Cross-

Reference Number to make it unique.

If the investor is paid by check and the Bank ID is blank, the Cross-Reference Number may be left blank.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

Delete

Click to delete an existing record.

Close

Click to close the screen.

6.3. Terms Tab

1. The Terms tab is displayed as follows:

The screenshot shows the 'Terms' tab in the SYNDiLM software. The window title is 'SYNDiLM: Investor Receipts - Sample Financial Co...'. The menu bar includes 'Menu', 'Receipts Entry', 'Terms...', 'Activity', and 'Opt Fields'. The 'Terms' tab is active, displaying the following fields:

- Term:** 60 months, 0 days
- Interest Rate %:** Fixed (selected), Variable, 8.5000
- Payment Type:** Blended (selected), Interest only
- Amortize Over:** 5 years
- Payment Amount:** 2,051.65, with a 'Recalculate' button
- Fee:** 0.0000 %
- Payment Cycle:** Monthly (dropdown)
- Term End Date:** 01/01/2015 (calendar icon)
- Investment Type:** 4, with a search icon and 'Trust' text
- Registered Investments:**
 - Plan Type:** RRSP, with a search icon and 'Registered Retirement Saving Plan' text
 - Plan Number:** 1234-45-45657
 - TrusteeID:** TD, with a search icon and 'TD Trust' text

At the bottom of the window are buttons for 'Save', 'Delete', and 'Close'.

2. The fields shown on the screen are described below:

| | |
|---------------|--|
| Term | The loan term is same as in the Loan record. |
| Interest Rate | <p>Under normal circumstances the rate of interest will be same as that specified for the loan. However, in cases where you are discounting the loan and paying lower interest to the investor, you may reduce it.</p> <p>Indicate whether the interest rate will be fixed or variable. In case of fixed rate, enter the percent interest rate. In case of variable rate the interest will be calculated as the specified number above or below the prime rate on or immediately before the start date of the loan or the last billing date. As the prime rate is modified over the life of the loan, the interest will change when monthly installment is calculated.</p> |
| Payment Type | Choose Blended or Interest Only. The default payment type is taken from the Loan record but |

| | |
|--------------------|--|
| | could be changed if necessary. |
| Payment Frequency | Payment Frequency is same as in the Loan record. |
| Compounding | Compounding Frequency is same as in the Loan record. |
| Calculation Method | Calculation Method is same as in the Loan record. |
| Amortize Over | In case of Blended payments, enter the number of years over which the loan will be amortized. The default amortization period is taken from the Loan record but could be changed if necessary. |
| Payment Amount | In case of Blended payments the program calculates the payment for a period made to the investor. If the terms of the loan are changed the payment can be recalculated by clicking the Recalculate button or entered manually. |
| Fee % | While entering a new receipt, the system retrieves the percentage of management fee from the investor record. The value can be changed if necessary. |
| Payment Cycle | <p>An investor may be paid in the following cycles:</p> <ul style="list-style-type: none"> - Monthly - Quarterly - Semi-Annual - Annual - On Maturity <p>In case of Monthly payments, an investor can be paid on any date after running billing.</p> <p>In case of Quarterly payments, an investor can be paid on any date after March 31, June 30, September 30 and December 31 for all billings run before or during the first, second, third and fourth quarters of the calendar year.</p> <p>For Semi-Annual payments, an investor can be</p> |

paid on any date after June 30 and December 31 for all billings run before or during first and second half of the calendar year.

For Annual payments, an investor can be paid on any date after December 31 for all billings run before or during a calendar year.

If the Payment Frequency is On Maturity the investor is paid all instalments when the loan is discharged.

Payment Cycle may vary from investment to investment. When an investor receipt is created, it uses the Default Payment Cycle from the Investors Table but can be changed if necessary.

Investment Type
Plan Type
Plan Number
Trustee ID

See Section 4.10 for explanation.

6.4. Activity Tab

1. The tab displays the contribution of the current investor and total contribution of investors to the loan as well as principal and interest paid to-date. It also displays the amount advanced to the borrower and the principal and interest paid to-date by the borrower. :

SYNDi LMS: Investor Receipts - Sample Financial Company

Menu | Receipts Entry | Terms | **Activity** | Opt Fields

Loan ID:

Investor ID:

| | Principal | Borrower ID | Interest Paid | Principal Paid |
|----------------------|---|-------------------------------------|---|--|
| Borrower | <input type="text" value="725,000.00"/> | <input type="text" value="SAMSAM"/> | <input type="text" value="189,406.14"/> | <input type="text" value="0.00"/> |
| | Amount Loaned | Amount Committed | Interest Paid | Principal Paid |
| This Investor | <input type="text" value="175,000.00"/> | <input type="text" value="0.00"/> | <input type="text" value="45,718.86"/> | <input type="text" value="0.00"/> |
| | Amount Loaned | Amount Committed | Interest Paid | Principal Paid |
| All Investors | <input type="text" value="725,000.00"/> | <input type="text" value="0.00"/> | <input type="text" value="189,406.14"/> | <input type="text" value="50,000.00"/> |

Save Delete Close

6.5. Optional Fields Tab

1. The tab is displayed as follows:

| Name | Value |
|-----------------|-------------|
| Investment Type | Corporate |
| | Corporate - |
| | RRSP - |
| | Cash - |
| | Other - |

Save Delete Close

2. The optional fields defined for investor receipts are listed. Just enter appropriate values for each field.
3. To enter a new receipt, click **New** to clear the screen. Enter Loan ID, Transaction Date and the Investor ID. If the record is already present in the table, the system displays a warning message such as

Duplicate Investment

*** WARNING *** This investor has already invested \$40,000.00 in the current period.

Check Investment Number 2822.

Are you sure you want to enter this investment?

Yes No

4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Investment Number or use **Finder** to select a record. Enter various fields and click **Save** to save

changes. You cannot modify a record that has already been posted with the exception of Fee %, Bank ID and Account Number.

6. Each investment is identified by a unique Investment Number which consists of unique combination of Loan ID, Investor ID and Start Date of the investment. The Start Date is the date on which the investment is received. It is same as the date on which the loan is advanced initially or the date on which an investor enters the loan as a result of loan adjustment or investor transfer.
7. Once you have initiated the billing process you cannot enter a receipt until billing has been posted.
8. To delete a record, click **Delete**. You cannot delete a record that has already been posted.

9. RSP Accounts

If the investor contribution is coming from a Registered Retirement Saving Plan (RRSP), it could be done as follows:

- (1). Set up a bank with Bank ID 0000 followed by a 5-digit Branch ID. Enter a description such as “RSP Account” for Bank Name and the name of the institution for the Branch Name, e.g.,

| | | |
|------------|-------------|-------------|
| 0000-00001 | RSP Account | Scotia Bank |
| 0000-00002 | RSP Account | TD Trust |

- (2). While entering the investor receipt, enter one of the banks defined for RSP Accounts in Bank ID field and the RRSP account number in the Account Number field.

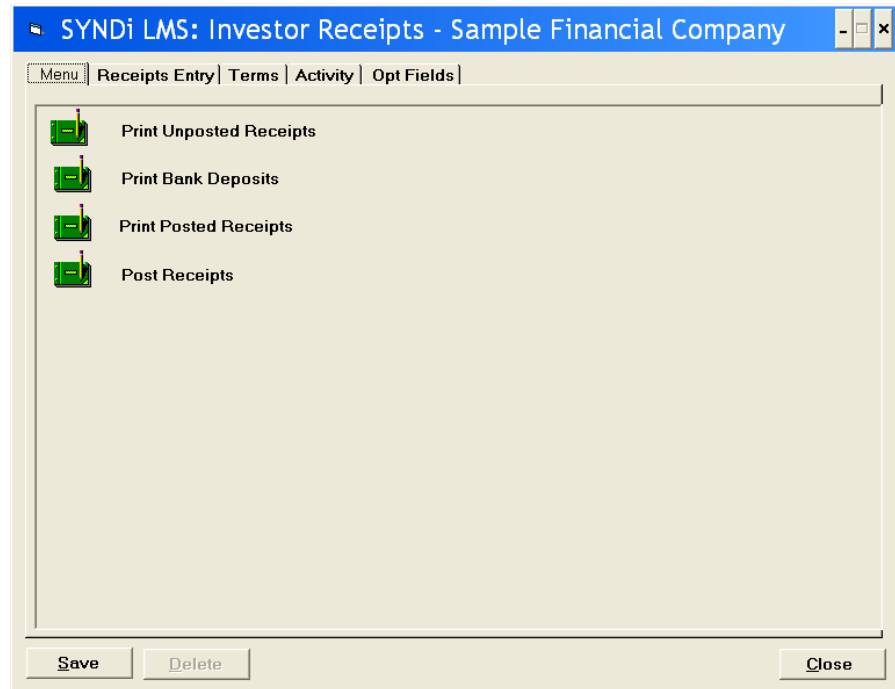
10. Interest-Free Loans

While entering an interest-free loan, enter the interest rate as 0% fixed. If a fixed dollar amount has to be recovered on monthly basis, set the Payment Type as Blended, amortized over the period of the loan. Enter the installment amount in the Payment Amount field.

Consider a \$12,000 interest-free loan over one year period such that the borrower will pay \$1,000 a month. Set Payment Type to Blended, Compounding to None and Amortization Period as 12 months. Set the Payment Amount to \$1,000.

6.6. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Receipts

Generates a report showing unposted receipts from investors for selected loans. You may choose to print Commitments Only in which case The program prints only the investor receipts for loans on which In Process flag has been set. See Sample Report # in Appendix A.

Print Bank Deposits

Bank Deposits Report displays posted receipts and lists all checks to be deposited in the bank. It must be printed after posting. See Sample Report # in Appendix A.

Print Posted Receipts

Generates a report showing posted receipts from investors for selected loans and date range. See Sample Report # in Appendix A.

Post Receipts

This function marks all unposted receipts excluding Commitments as posted. Posted receipts cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



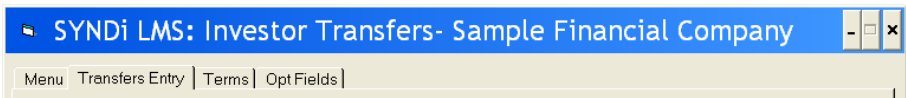
If you have already printed unposted receipts, click **Yes** to post transactions.

Chapter 7

Investor Transfers

7.1. Introduction

- 1. This function is used only if you have indicated in the Company Profile that you maintain multiple investors.
- 2. During the life of a loan, an investor may withdraw either part or whole balance of his contribution. In this case it is necessary that another investor who may or may not be part of the syndicate joins the group. The amount contributed by the new investor must be equal to the amount withdrawn. This transaction is covered under Investor Transfers.
- 3. When all transfers have been entered they should be posted in order to be considered part of billing.
- 4. The Investor Transfers screen is displayed when the user clicks Investor Transfers on Main Menu.
- 5. Hit <Tab> through various fields and change them if necessary.
- 6. Click Investor Transfers on Main Menu to display the following screen containing four tabs described below:



| | |
|----------------|--|
| Transfer Entry | Enter investor transfers. |
| Terms | Establishes interest rate and related parameters. |
| Opt Fields | Allows the user to enter optional fields related to investor receipts, |
| Menu | Print a listing of unposted transfers and post transfers. |

- 7. You may access various tabs by clicking on the tab header.

7.2. Transfers Entry Tab

1. The Transfers Entry tab is displayed as follows:

SYNDiLM: Investor Transfers- Sample Financial Co...

Menu Transfers Entry Terms Opt Fields

Reference No: * NEW * Receipt #

Loan ID: BIR1160 1160 Birchmount Road

Bank ID: CCB

Date: 10/01/2011 Start Date: 10/01/2011 End Date: 10/31/2011

From Investor ID: GAMDAV David Gambol

To Investor ID: PIPPET Peter Piper

Investment Type: 1 Registered in Borrower's name

Amount: 20,000.00

Fee %: 5.0000

Status: Unposted

Investor's Bank

Transit Number: 0120-21087

Account No.: 020816725

| InvestorID | Description | RefNo | StartDate | BalanceLoan | AmountLoane |
|------------|--------------|-------|-----------|-------------|-------------|
| BAHOTT | Otto Bahn | 5 | 1/9/2010 | 489,389.58 | 500.0 |
| GAMDAV | David Gambol | 7 | 1/9/2010 | 24,473.09 | 25.0 |
| GAMDAV | David Gambol | 31 | 7/15/2011 | 4,987.72 | 5.0 |

Add Delete Close

2. The fields shown on the screen are described below:

Reference No A numeric code assigned by the system from the Next Payment Number in Company Profile table. Whenever a new transfer is generated the Next Payment Number in Company Profile table is incremented by 1.



Finder is used to display a list of transfers in the Transactions table.



New is used to clear the screen while setting up a new record.




Loan ID


Enter the Loan ID, maximum 16 alphanumeric characters; user defined.

When a valid Loan ID has been entered, the investor table on the screen displays all investors participating in the loan.



Finder is used to display a list of all records in the Loans table.

| | |
|---|--|
| Bank ID | Enter the Bank ID of the bank used for transfer of funds. This field is optional unless SYNDi is integrated with an accounting package. |
| Date | <p>Enter the date of transaction. The date must be prior to the next billing date of the loan. If the loan has never been billed before, the date must not be prior to the start date. If the loan has been billed at least once, the date should not be prior to the last billing date.</p> <p>The range of valid dates is displayed on the screen for reference.</p> |
| From Investor ID | <p>Enter the Investor ID, maximum 16 alphanumeric characters; user defined from whom the amount will be withdrawn. It is necessary that the investor must be part of the syndicate and must have outstanding balance.</p> <p>You may also select the investor by double-click in the record selector area in investors table.</p> |
|  | <p>Finder is used to display a list of all records in the Investors table.</p> |
| To Investor ID | <p>Enter the Investor ID, maximum 16 alphanumeric characters; user defined to whom the amount will be transferred.</p> <p>You may also select the investor by double-click in the record selector area in investors table if the investor wishes to increase his contribution.</p> |
|  | <p>Finder is used to display a list of all records in the Investors table.</p> |
|  | <p>Fly is used to set up an investor on the fly.</p> |
| Amount | Enter amount transferred. The system displays the balance of the principal for the From Investor. If the investor is transferring only a portion of the balance, enter it otherwise leave it unchanged. |

| | |
|---|--|
| Cross Ref No | Cross Reference Number. Please see the discussion in Section 6.2. |
| Fee % | While entering a new receipt, the system retrieves the percentage of management fee from the To Investor record. The value can be changed if necessary. |
| Transit Number | <p>If monthly payments will be made through direct deposit, enter the Transit Number for investor's bank.</p> <p>The Transit Number consists of a 4-digit Institution Number of the bank, followed by a hyphen, followed by a 5-digit Branch Number. If the Institution Number is less than 4 digits, add zeroes on the left For instance if the Institution Number is 016 and the Branch Number is 20715, the Transit Number will be 0016-20715.</p> <p>While entering a new transfer, the system retrieves the information from the investor record. The value can be changed if necessary.</p> <p>If you process investor payments through direct deposits via SYNDi EFT, this field is used when you EFT the information to the bank. If you wish to pay the investor by a check, leave the Bank information blank.</p> |
| Account # | <p>Enter the Bank Account Number for the investor, 7 to 12 numeric characters.</p> <p>While entering a new receipt, the system retrieves the Account Number from the investor record. The value can be changed if necessary.</p> |
|  | Finder is used to display a list of all records in the Banks table. |
| Account # | <p>Enter the Bank Account Number for the To Investor.</p> <p>While entering a new transfer, the system</p> |

retrieves the Account Number from the investor record. The value can be changed if necessary.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

Delete

Click to delete an existing record.

Close

Click to close the screen.

7.3. Terms Tab

1. The Terms tab is displayed as follows:

SYNDi LMS: Investor Transfers- Sample Financial Company

Menu | Transfers Entry | **Terms** | Opt Fields

Term: 60 months 0 days

Interest Rate %: ☒ Fixed ☐ Variable 9.5000

Payment Frequency: Monthly

Compounding: None

Calculation Method: 12-Month Year

Payment Type: ☐ Blended ☒ Interest only

Amortize Over: 0 years

Payment Amount: 0.00 Recalculate

Add Delete Close

2. The fields shown on the screen are described below:

| | |
|-------------------|---|
| Term | The Term is same as specified in the Loans record. |
| Interest Rate % | <p>Under normal circumstances the rate of interest will be same as specified for the investor from which the transfer is being made. However, you may change it if necessary.</p> <p>Indicate whether the interest rate will be fixed or variable. In case of fixed rate, enter the percent interest rate. In case of variable rate the interest will be calculated as the specified number above or below the prime rate on or immediately before the start date of the loan or the last billing date. As the prime rate is modified over the life of the loan, the interest will change when monthly installment is calculated.</p> |
| Payment Frequency | Payment Frequency is same as in the Loan record. |

| | |
|--------------------|--|
| Compounding | Compounding Frequency is same as in the Loan record. |
| Calculation Method | Calculation Method is same as in the Loan record. |
| Payment Type | Choose if the payment will be blended or interest-only. The default value is taken from the investor receipt for From Investor. |
| Amortized Over | In case of blended payments enter the amortization period in years. The default value is taken from the investor receipt for From Investor. |
| Payment Amount | In case of blended payments the program calculates payment. If you change any of the terms click Recalculate button to calculate the new value of Payment Amount. |

7.4. Optional Fields Tab

1. The tab is displayed as follows:

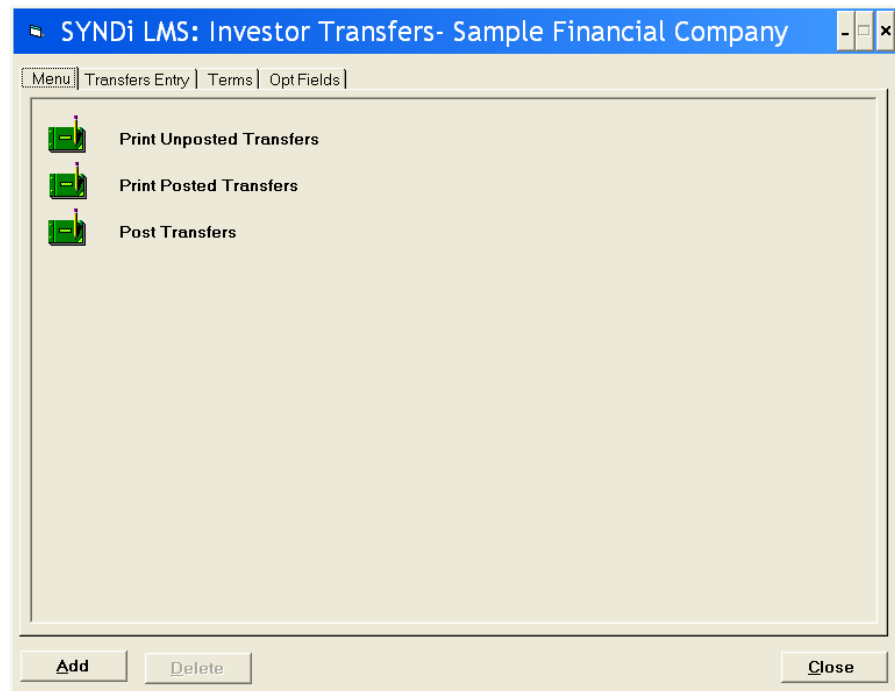
| Name | Value |
|-----------------|-------------|
| Investment Type | Corporate |
| | Corporate - |
| | RSP - |
| | Cash - |
| | Other - |

2. The optional fields defined for investor receipts are listed. Just enter appropriate values for each field. To enter a new transfer, click **New** to clear the screen and enter Loan ID. The system displays an investor table displaying all investors participating in the loan and their contributions.
3. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
4. To modify an existing record, enter the Reference Number or use **Finder** to select a record. Enter various fields and click **Save** to save changes. You cannot modify a record that has already been posted with the exception of Fee %, Bank ID and Account Number.
5. If an investor has already contributed to a loan and additional investments are entered through Investor Transfers the new investments are created under separate Investment Numbers.
6. Once you have initiated the billing process you cannot enter a transfer until billing has been posted.

7. To delete a record, click **Delete**. You cannot delete a record that has already been posted.

7.5. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Transfers

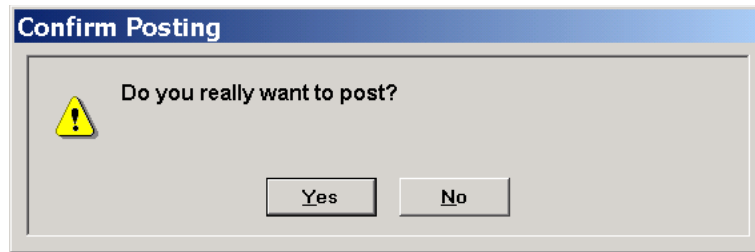
Generates a report showing unposted transfers for selected loans (see Sample Report # in Appendix A).

Print Posted Transfers

Generates a report showing posted transfers for selected loans and specified date range (see Sample Report # in Appendix A).

Post Transfers

This function marks all unposted transfers as posted. Posted transfers cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



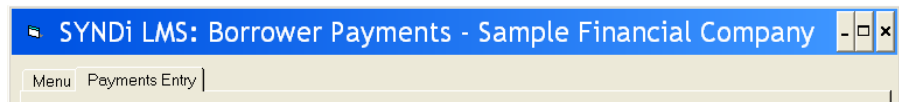
If you have already printed unposted transfers, click **Yes** to post transfers.

Chapter 8

Borrower Payments

8.1. Introduction

1. After a new loan has been setup and money has been received from investors and posted, it is paid to the borrower and the payment is entered in the system.
2. It is necessary to post the payment after it has been entered in order to be considered as part of billing.
3. It is mandatory that the total amount paid to the borrower is equal to the principal entered in the loan record.
4. The Borrower Payments screen is displayed as follows when you fund the loan. You may access this screen anytime by clicking **Funding** button on the **Details** tab of **Loan Maintenance** screen. (See Section 5.5.)



| | |
|----------------|---|
| Payments Entry | Enter borrower payments. |
| Menu | Print various listings and post payments. |

5. You may access various tabs by clicking on the tab header.

8.2. Payments Entry Tab

- The Payments Entry tab is displayed as follows:

SYNDiLM: Borrower Payments - Sample Financial C...

Menu Payments Entry

Loan ID:

Bank ID: Reference No:

Borrower ID:

Date:

Paid to: Cross Ref No:

Document No:

Principal:

Down Payment:

Prepaid Interest:

Net Payment: Status:

Borrower's Bank

Transit Number:

Account No.:

| Miscellaneous Charges | | |
|-----------------------|-------------|--------|
| Code | Description | Amount |
| | | |

- The fields shown on the screen are described below:

Loan ID Enter the Loan ID, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all records in the Loans table.



Fly is used to set up a loan on the fly.

Bank ID Enter Bank ID of the bank from which funds will be disbursed to the borrower.

If the loan is provided in kind the Bank ID field is disabled.

Reference Number A numeric reference number assigned by SYNDi.

Date Enter the date of transaction. The date must be prior to the next billing date of the loan but not prior to the start date.

| | |
|------------------|---|
| | The range of valid dates is displayed on the screen for reference. |
| Paid To | The system displays Borrower's name. If the check is being issued to a 3 rd party such as the law firm or realty broker, enter the name in this field; maximum 60 characters |
| Document No | Enter check number or relevant information, maximum 20 alphanumeric characters; user defined. |
| Principal | Displays the amount set up as the principal in the loan record. |
| Prepaid Interest | This field is available only if you have not set up Multiple Investors in Company Profile. If the borrower is prepaying some amount as interest, enter it here. This amount will be deducted from the payment amount. SYNDi write a Miscellaneous Transaction as Unapplied Cash. You may apply it fully or partially on monthly basis in Borrower Receipts. |
| Amount Advanced | Displays the amount to be advanced to the borrower. It is equal to the principal minus any miscellaneous charges that have been set up for the purpose of applying to loan advance. If the loan has been set up with prepaid interest, the interest amount is also deducted from the principal to calculate Amount Advanced. |
| Cross Ref No | Cross-Reference Number is a 19-character field that is used if you process borrower receipts through direct deposits via SYNDi EFT . This field goes to the bank when you EFT the information. |

When the loan is funded, the system builds the Cross-Reference Number by joining the first 9 characters of Loan ID and the first 9 characters of the Borrower ID and putting a hyphen in the middle.

Cross-Reference Numbers must be unique. If

two or more Loan IDs or Borrower IDs have the same characters in the first 9 positions, you may get duplicate Cross-Reference Numbers and the system displays an error message if it encounters a duplicate.

Borrower's Bank

Enter the Transit Number and the account number of borrower's bank account.

While entering a new payment, the system retrieves the banking information from the borrower record. The value can be changed if necessary.

If you process borrower payments through preauthorized payments via **SYNDi EFT**, this field is used when you EFT the information to the bank. If a borrower pays by check, leave the banking information blank.



Finder is used to display a list of all records in the Banks table.



Fly is used to set up a bank on the fly.

Account #

Enter the Bank Account Number for the borrower, 7 to 12 numeric characters.

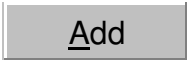
While entering a new payment, the system retrieves the Account Number from the borrower record. The value can be changed if necessary.

Miscellaneous Charges

This window displays all miscellaneous charges including prepaid interest.

Before you fund a loan enter all Miscellaneous Charges with Loan Advance as the Frequency (see Section 5.5.)

When you fund the loan all Miscellaneous Charges (e.g., holdbacks, admin fees, etc.) are deducted from the payment amount.



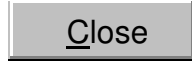
Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.

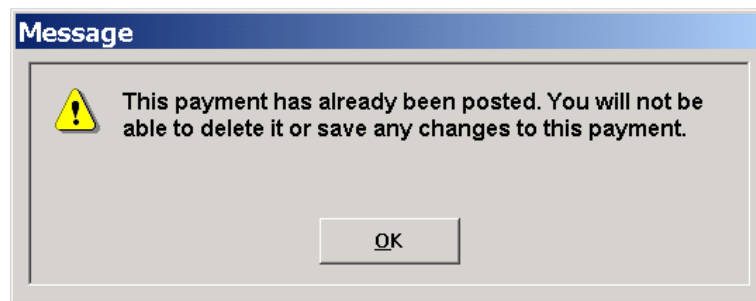


Click to delete an existing record.



Click to close the screen.

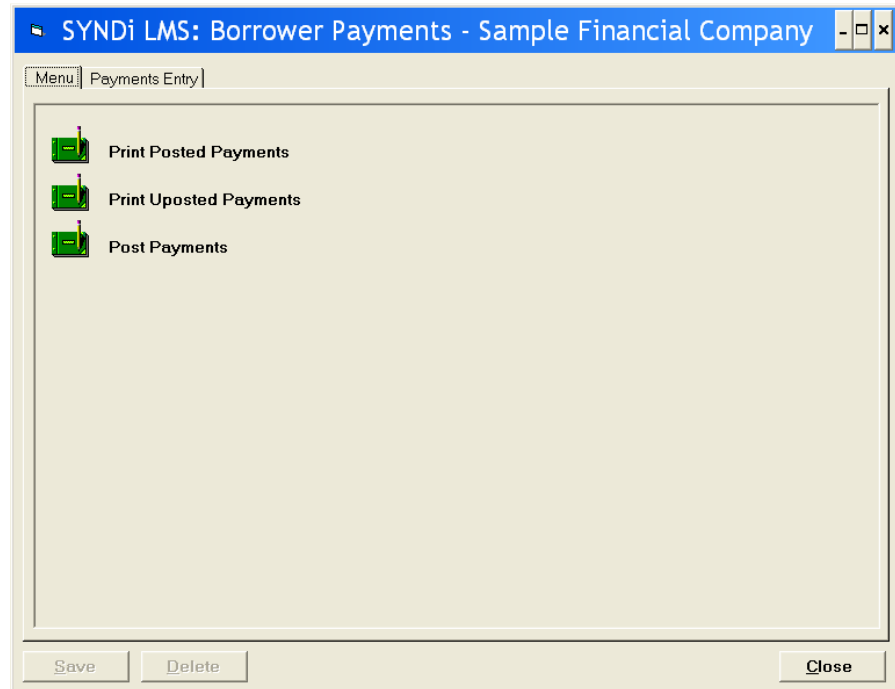
3. To enter a new payment, click **New** to clear the screen and enter Loan ID. If the record is already present in the table, you may modify it or delete it provided it has not been posted. However, if the payment has been posted, the system displays the following message:



4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Loan ID or use **Finder** to select a record. If the record has not been posted, enter various fields and click **Save** to save changes.
6. Once you have initiated the billing process you cannot enter a payment until billing has been posted.
7. To delete a record, click **Delete**. You cannot delete a record that has already been posted.

8.3. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Payments

Generates a report showing unposted payments to borrowers for selected loans and date range. See Sample Report # in Appendix A.

Print Posted Payments

Generates a report showing posted payments to borrowers for selected loans and date range. See Sample Report # in Appendix A.

Post Payments

This function marks all unposted payments as posted. Posted payments cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



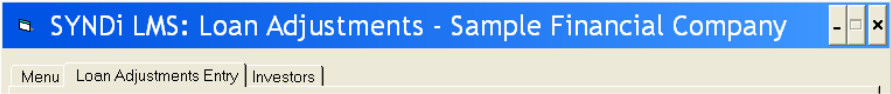
If you have already printed unposted payments, click **Yes** to post transactions.

Chapter 9

Loan Adjustments

9.1. Introduction

- 1. Loan Adjustments screen is accessed by clicking the Adjustments button on the Loan Maintenance screen.
- 2. Loan Adjustments are entered under the following conditions:
 - (a). The borrower decides to pay a portion of the principal during the life a loan or discharges the loan before the maturity date. In this case the principal amount is entered with a negative sign. The borrower may also pay certain amounts for interest and penalty which are entered as positive amounts. The program runs a special billing run and applies these amounts to the investors. You must run Borrower Receipts and Investor Payments and post them after the loan adjustment is posted.
 - (b). The borrower may require additional loan which comes from one or more existing investors or new investors. The principal amount is entered without a minus sign and The program processes investor receipts and the borrower payment when the loan adjustment is posted.
- 3. It is necessary to post the adjustment after it has been entered in order to be considered as part of billing.
- 4. The Loan Adjustments screen is displayed as follows when the user clicks **Adjustment** on the **Details** tab of **Loan Maintenance** screen (see Section 5.3)



| | |
|------------------------|--|
| Menu | Print various listings and post adjustments. |
| Loan Adjustments Entry | Enter loan adjustments. |
| Investors | Enter investor distribution. |



- 5. You may access the tabs by clicking on the tab header.


9.2. Loan Adjustments Entry Tab


1. The Loan Adjustments Entry tab is displayed as follows:

SYNDi LMS: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | Investors

Adjustment Number  

Loan ID 

Date  Date Range to

Document No:

Paid to:

Rate %

Balance

Penalty months Status

Adjustment Amount

Principal Interest Penalty

Borrower Total Principal Interest

Investors Total Principal Interest

2. The fields shown on the screen are described below:



View Adjustments: Click to display the unprocessed adjustments for the specified loan.

Loan ID

Enter the Loan ID, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all records in the Loans table.



New is used to clear the screen and enter a new Loan Adjustment..

Date

Enter the date of adjustment. The date must be later then the last billing date and prior to the next billing date.

The billing dates are displayed on the screen for reference.

Document No

Displays the Document Number of the original Borrower Payment.

| | |
|--------------------------------|--|
| Paid To | Displays the entry in the original Borrower Payment. |
| Balance | Displays principal balance. |
| Adjustment Amount:Principal | If the borrower is paying a fixed amount enter it <i>with</i> minus sign. This amount will be added to the principal paid when the loan adjustment record is posted. |
| | If the borrower needs additional amount any time during the life of the loan, enter the additional amount in this field <i>without</i> minus sign. |
| Adjustment Amount: Interest | If the borrower will be paying additional interest, enter it <i>without</i> minus sign. The amount will be added to interest paid when the loan adjustment record is posted. |
| Adjustment Amount: Penalty | If the borrower will be paying additional interest as penalty, enter it <i>without</i> minus sign. The amount will be added to interest paid when the loan adjustment record is posted. |
| Investor Total | If the loan adjustment shows payment from the borrower (principal and / or interest), The program distributes the amounts among the participating investors and displays them on Investors Tab. (See Sections 9.3 and 9.4). The total principal and interest are displayed in the Investor Total fields. |

If the loan adjustment is for additional principal paid to the borrower, enter Investor IDs and corresponding contributions.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

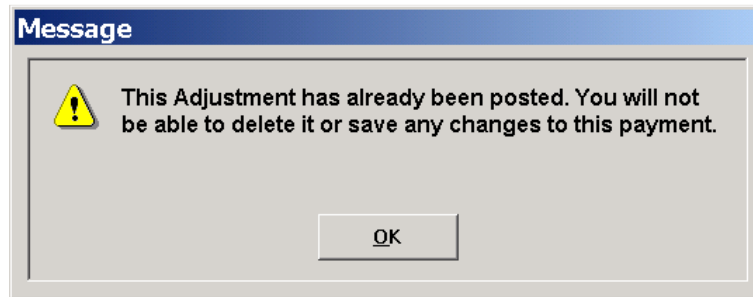
Delete

Click to delete an existing record.

Close

Click to close the screen.

3. To enter a new adjustment, click **New** to clear the screen and enter Loan ID. If the record is already present in the table, you may modify it or delete it provided it has not been posted. However, if the adjustment has been posted, the system displays the following message:



4. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
5. To modify an existing record, enter the Loan ID or use **Finder** to select a record. If the record has not been posted, enter various fields and click **Save** to save changes.
6. To delete a record, click **Delete**. You cannot delete a record that has already been posted.

9.3. Increasing Loan Amount

1. The borrower may require additional amount before the loan is discharged. In this case the amount should be entered *without* minus sign in the Principal field. Notice that the interest and penalty fields under Adjustment Amount disappear.

SYNDi LMS: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | Investors |

Adjustment Number: **NEW**

Loan ID: **BIR1160** | **1160 Birchmount Road**

Date: **03/16/2007** | Date Range: **03/10/2007** to **04/09/2007**

Document No.: **21753**

Paid to: **Khan Associates Barristers**

Rate %: **9.5000**

Balance: **725,000.00**

Penalty: **3** months | Status:

Adjustment Amount

Principal: **25,000.00**

Borrower Total | Principal: **25,000.00** | Interest: **0.00**

Investors Total | Principal: **0.00** | Interest: **0.00**

Add | **Delete** | **Close**

2. Click Investors Tab to display the following screen.

SYNDi LMS: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | Investors |

Investor ID:

| InvestorID | URefNo | InvestorName | Principal |
|------------|--------|--------------|-----------|
| | | | |

3. You will now enter Investor IDs and the corresponding contributions. Enter Investor ID or choose it from the **Finder**. Hit <Tab> key to display the following screen.

SYNDiLM: Loan Adjustment Detail - Sample Financial Company

Investor Receipt | Investment Type | Opt Fields

Investor ID: **BAHOTT**

Amount: **10,000.00**

Interest Rate %: ☒ Fixed ☐ Variable **12.0000**

Fee %: **0.0000**

Payment Type: ☐ Blended ☐ Interest only

Amortize Over: **0**

Payment Amount: **0.00**

Description: **Investor Contribution**

Lawyer ID: **KHAN** **Khan Associates, Barristers**

Payment Cycle: **Monthly**

Term End Date: **08/01/2013**

Billing Frequency: **Monthly**

Compounding: **None**

Calculation Method: **12-Month Year**

Investor's Bank

Transit Number: **0016-20715**

Account No.: **001286027610**

4. In the above screen the Fee Rate, Lawyer ID, Bank ID and Account Number come from the Investors table while the Interest Rate, Payment Type, Term and Compounding come from the Loans table. Change the value if necessary.
5. Click Investment Type tab to display the following screen:

SYNDiLM: Loan Adjustment Detail - Sample Financial Company

Investor Receipt | Investment Type | Opt Fields

Investment Type: **4** **Trust**

Registered Investments

Plan Type: **RRSP** **Registered Retirement Savings Plan**

Plan Number: **234-ABC-29876**

TrusteeID: **TD** **TD Trust**

6. For a new Loan Adjustment the values on this screen come from the default value on Investor record. You may change them if necessary.
7. Click Opt Fields tab to enter the optional fields if any. The following screen is displayed:

| Name | Value |
|----------|-----------|
| Category | 1 |
| | 1 - Cash |
| | 2 - RRSP |
| | 3 - Other |

8. Click Investor Receipt Tab again and click Save and Close to return to the Loan Adjustments screen. Go back to Step 2 above to add another investor.

| InvestorID | InvestorName | Principal |
|------------|--------------|-----------|
| BAHOTT | Otto Bahn | 10,000.00 |
| CHOJIM | Jim Chong | 15,000.00 |

9. When all investors have been added, note that the list of list of investors and their contributions appears properly as shown below.
10. Click Loan Adjustments Entry tab and make sure that the Total Investor Principal is equal to the Adjustment Amount.

11. Click Add to add the Loan Adjustment.

SYNDi: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | Investors |

View Adjustments

Record Number 0

Loan ID BIR1160 1160 Birchmount Road

Date 01/15/2007 Date Range 01/10/2007 to 02/09/2007

Document No: 21753 Paid to: Khan Associates, Barristors

Balance 725,000.00 Ref No: *NEW* Status

Penalty 3 months

Adjustment Amount

Principal 25,000.00

> 0 Pay Borrower

< 0 Receive from Borrower

Investor Total

Principal 25,000.00

> 0 Receive from Investor

< 0 Pay Investor

Add

Delete

Close

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9.4. Reducing Loan Amount and Entering Interest Adjustment

1. Occasionally a borrower may pay a lump sum amount to reduce the principal. In this case the amount should be entered *with* minus sign in the Principal field.

SYNDi: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | Investors |

View Adjustments Record Number

Loan ID

Date Date Range

Document No: Paid to:

Principal Ref No: Status

Penalty

Adjustment Amount

| | | | | | |
|---------------------------|--|---------------------------|------------------------------------|---------|-------------------------------------|
| Principal | <input type="text" value="(25,000.00)"/> | Interest | <input type="text" value="39.04"/> | Penalty | <input type="text" value="593.75"/> |
| > 0 Pay Borrower | | > 0 Receive from Borrower | | | |
| < 0 Receive from Borrower | | | | | |

Investor Total

| | | | |
|---------------------------|--|------------------|-------------------------------------|
| Principal | <input type="text" value="(25,000.02)"/> | Interest | <input type="text" value="632.78"/> |
| > 0 Receive from Investor | | > 0 Pay Investor | |
| < 0 Pay Investor | | | |

2. Notice that the interest and penalty fields are filled automatically. The program has calculated the interest on the loan adjustment amount from the last billing date to the loan adjustment date. It has also calculated penalty based on the number of months defined in the Loans table. Change these values if necessary.
3. The principal amount as well as total interest (interest plus penalty) has to be distributed among the investors. The principal and the total interest are distributed automatically to the investor in proportion to their contribution. However, the calculation may result in slight differences due to rounding errors, especially if the number of investors is large. Even larger differences may result if you process multiple loan adjustments during the same billing cycle. In the above figure notice that the Investor Total Principal is 2 cents more than the loan adjustment amount. Similarly the Total Investor Interest is one cent less than the total interest shown for the borrower. These discrepancies are corrected on the Investors Tab.
4. Click Investors Tab to display the following screen:

SYNDi: Loan Adjustments - Sample Financial Company

Menu | Loan Adjustments Entry | **Investors**

Initialize **Distribute**

| InvestorID | StartDate | InvestorName | Balance | Principal | Interest |
|------------|------------|------------------|------------|------------|----------|
| ▶ BARBIL | 06/10/2004 | Bill Baroodwala | 50,000.00 | (1,724.14) | 43.64 |
| BINSEB | 06/10/2004 | Sebastian Binqor | 100,000.00 | (3,448.28) | 87.28 |
| GOLBAR | 06/10/2004 | Barry Goldberg | 175,000.00 | (6,034.48) | 152.74 |
| HIGBAR | 06/10/2004 | Barry Higgert | 50,000.00 | (1,724.14) | 43.64 |
| JINJOH | 06/10/2004 | John Jingle | 75,000.00 | (2,586.21) | 65.46 |
| KNOBEN | 06/10/2004 | Ben Knowles | 25,000.00 | (862.07) | 21.82 |
| MCKBOB | 06/10/2004 | Bob McKenzie | 25,000.00 | (862.07) | 21.82 |
| NIMELY | 06/10/2004 | Ely Nimber | 50,000.00 | (1,724.14) | 43.64 |
| SAUDAN | 06/10/2005 | Daniel Saucers | 50,000.00 | (1,724.14) | 43.64 |
| TABJAM | 06/10/2004 | James Tabernacle | 25,000.00 | (862.07) | 21.82 |
| TINBOB | 06/10/2004 | Bobby Tinker | 50,000.00 | (1,724.14) | 43.64 |
| WATJAM | 06/10/2004 | James Watchman | 50,000.00 | (1,724.14) | 43.64 |

Borrower: Principal Interest

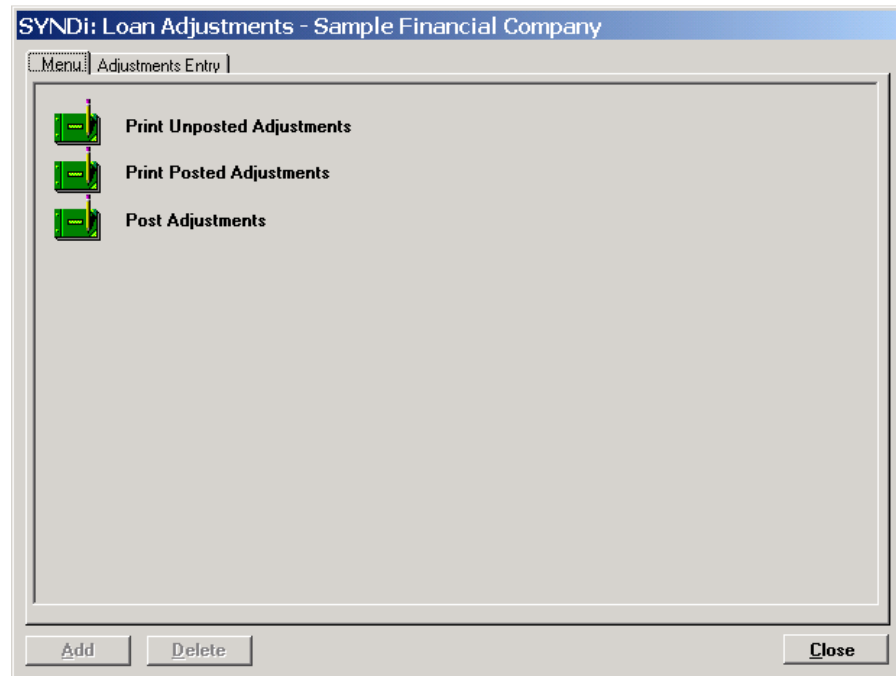
Investors: Principal Interest

Add **Delete** **Close**

- Adjust any of the principal amounts by clicking on the principal to highlight it and retyping the amount (always *with* a minus sign). Similarly adjust any of the interest amounts by clicking on the interest to highlight it and retyping the amount (*without* minus sign). You may also modify calculated fee, withheld tax and sales tax by scrolling the grid to the left to display the field and retyping new amounts.
- You may also zero out all principal, interest, fee, withheld tax and sales tax amounts by clicking the **Initialize** button and retyping the amounts as required making sure that the total amounts should be equal to the amounts shown on the Loan Adjustments Entry screen. You may also click the **Distribute** button to recalculate the distributed amounts.
- Once the Borrower and Investor amounts are in balance, click **Add** to add the record to the database.
- If you have received an amount as an interest adjustment from the borrower, you may enter it with zero principal and distribute it to the investors through Loan Adjustments. The interest amount should be entered *without* a minus sign.

9.5. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Adjustments

Generates a report showing unposted adjustments for selected loans and date range. See Sample Report # in Appendix A.

Print Posted Adjustments

Generates a report showing posted adjustments for selected loans and date range. See Sample Report # in Appendix A.

Post Adjustments

This function marks all unposted adjustments as posted. Posted adjustments cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted adjustments, click **Yes** to post transactions.

3. All Loan Adjustments entered to increase the Loan Amount become applicable when the next billing is run. However, if the Loan Amount is reduced or an interest adjustment has been entered, The program runs a special billing to apply those amounts immediately effective the Loan Adjustment Date. After such a Loan Adjustment has been posted, you should run Borrower Receipts and post it. Then run Investor Payments and post it to close the transaction.

Chapter 10

Billing

10.1. Introduction

1. Billing is the process in which the monthly installment containing interest and principal (if any) is calculated and billed to the borrower.
2. Each loan is assigned a payment day showing the day of the month on which the loan will be billed. When a loan is set up, the Next Billing Date is set based on the Start Date of the loan.
3. The installment for first billing is calculated from the Start Date (inclusive) to the Next Billing Date (inclusive). Thus if the payment day is same as the day in the Start Date, billing calculates interest for one day. At the end of the billing process, the date on which the billing was run is set as the Last Billing Date and the Next Billing Date is calculated. Subsequent billings consider the period between the Last Billing Date (exclusive) and the Next Billing Date (inclusive). The last billing considers the period from the Last Billing Date (exclusive) to the Maturity Date (inclusive). Thus the first and last billing may be for part of a month while intermediate billings are for the entire month.
4. When billing is run, it includes all loans for which the Next Billing Date is same as or prior to the date on which billing is run and the amount advanced to the borrower is greater than the principal paid by the borrower. This means that the loans which have been fully paid off or the new loans on which the principal has not yet been advanced to the borrower will not be included in billing.
5. It is necessary that all payments, receipts, transfers and adjustment be posted before the billing run. Billing does not proceed if the system finds any unposted transactions.
6. Loans with the status code which has Stop Billing code checked are not included in billing.

10.2. Running Billing

1. Click **Billing** on Main Menu to display a screen showing three type of loans:
 - (a) All loans which are due to be discharged. You must run Loan Discharge procedure to remove such loans from billing.
 - (b) Loans with a status that has stopped billing, e.g., foreclosures, loans in dispute etc.
 - (c) Loans for which one or more investors receipts contain banking information. The Bank ID and account numbers will be used for direct deposits of investor payments if you are using **SYNDi EFT** to transfer information to your bank. It is important that one or more users be assigned the user right to verify bank account. (See Bank Account Verification, Section 13.5).

SYNDi LMS: Billing Exceptions - Sample Financial Company

Pending Loan Discharge

| LoanID | Description | MaturityDate | Principal | Status |
|----------|----------------|--------------|------------|-------------|
| ▶ DAMPLA | Damascus Plaza | 04/10/2007 | 800,000.00 | Foreclosure |
| MAP2287 | 2287 Maple Ave | 05/08/2007 | 875,000.00 | Active |

Billing Stopped

| LoanID | Description | MaturityDate | Principal | Status |
|----------|----------------|--------------|------------|-------------|
| ▶ DAMPLA | Damascus Plaza | 04/10/2007 | 800,000.00 | Foreclosure |

Pending Bank Verification

| LoanID | Description | MaturityDate | Principal | Status |
|-----------|--------------------|--------------|------------|--------|
| ▶ CIR2251 | 2251 Circle Square | 12/31/2007 | 100,000.00 | Active |
| FAN265 | 265 Fancer Cr | 06/08/2007 | 500,000.00 | Active |

Ok

When you have reviewed the information click **OK** to close the screen, If some action is required before running billing (e.g., Loan Discharge or Bank Account Verification) , cancel the rest of billing run and take appropriate actions before rerunning billing.

2. The following screen is displayed when the Billing Exceptions screen is closed.

SYNDi: Billing - Sample Financial Company

Billing Date: 10/31/2006

Loans: From: To: ZZZZZZZZZZZZZZ ☐ include matured loans

| Loan ID | Last Billing | This Billing | Errors | Period | Matured | Maturity Date |
|----------|--------------|--------------|--------|---------|---------|---------------|
| ▶ DAMPLA | 04/09/2006 | 05/09/2006 | | 1 Month | | 04/10/2007 |
| DOR1872 | 04/09/2006 | 05/09/2006 | | 1 Month | | 10/09/2007 |
| DOU2451 | 04/09/2006 | 05/09/2006 | | 1 Month | | 05/30/2007 |
| MAP2287 | 04/09/2006 | 05/09/2006 | | 1 Month | | 05/08/2007 |
| TEST2 | 09/30/2005 | 10/31/2005 | | 1 Month | | 06/30/2008 |
| WARPLAZ | 04/09/2006 | 05/09/2006 | | 1 Month | | 06/14/2008 |

Process Edit Report Post Cancel Close

3. The fields shown on the screen are described below:

| | |
|-----------------------|--|
| Billing Date | Displays the earliest date on which loans selected for billing will be billed. Can be changed if necessary. |
| Include Matured Loans | Loans maturing in the current billing run should not normally be included in billing. Instead they should be processed through Loan Discharge function which generates relevant documentation and runs special billing to recover the principal. |

Process

Click to collect the billing data in temporary area.

Edit

Click to modify the billing data collected in temporary area.

Report

Click to generate the Pre-Billing Report displaying billing data in temporary area.

Post

Click to apply the billing data, delete the temporary area and make the loans ready for

next month's billing.

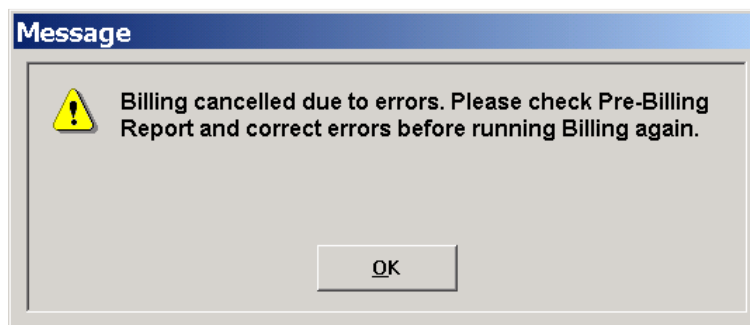
A rectangular button with a light gray background and a thin black border. The word "Cancel" is centered in a black, sans-serif font.

Click to delete the billing data collected in the temporary area by Process function. You can use this button if you have already clicked **Process** button but have not posted the data yet. Please note that any edits done to the billing data are lost.

A rectangular button with a light gray background and a thin black border. The word "Close" is centered in a black, sans-serif font.

Click to close the screen.

4. When the interest (and principal if any) is calculated for the borrower, it is distributed among the investors in the proportion of their contribution. Occasionally there may be differences between the amount calculated for the borrower and the amount distributed to investors due to rounding. If the difference exceeds the rounding error set in Company Profile, it is flagged as an error. If any loan is flagged as error, the billing cannot be posted unless the billing data is edited to remove the error condition or the source of error cleared outside billing and processed again. As long as the error is present, the **Post** button remains dimmed.
5. To initiate billing, click **Process**. If errors are encountered, the following message is displayed:



6. The system displays a summary of billed loans as follows:

SYNDi: Billing - Sample Financial Company

Billing Date: **04/09/2006**

Loans: From To **ZZZZZZZZZZZZZZZZ** ☒ include matured loans

| Loan ID | Last Billing | This Billing | Errors | Period | Matured | Maturity Date |
|-----------|--------------|--------------|--------|---------|---------|---------------|
| ▶ AVE1077 | 03/09/2006 | 04/09/2006 | | 1 Month | | 09/27/2006 |
| BIR1160 | 03/09/2006 | 04/09/2006 | | 1 Month | Yes | 04/09/2006 |
| DAMPLA | 03/09/2006 | 04/09/2006 | | 1 Month | | 04/10/2007 |
| DOR1872 | 03/09/2006 | 04/09/2006 | | 1 Month | | 10/09/2007 |
| DOU2451 | 03/09/2006 | 04/09/2006 | 4 | 1 Month | | 05/30/2007 |
| FAN265 | 03/09/2006 | 04/09/2006 | | 1 Month | | 10/15/2006 |
| GOM556 | 03/09/2006 | 04/09/2006 | | 1 Month | | 08/30/2006 |
| MAP2287 | 03/09/2006 | 04/09/2006 | | 1 Month | | 05/08/2007 |
| PARK2781 | 03/09/2006 | 04/09/2006 | | 1 Month | | 08/30/2006 |
| WARPLAZ | 03/09/2006 | 04/09/2006 | | 1 Month | | 06/14/2008 |

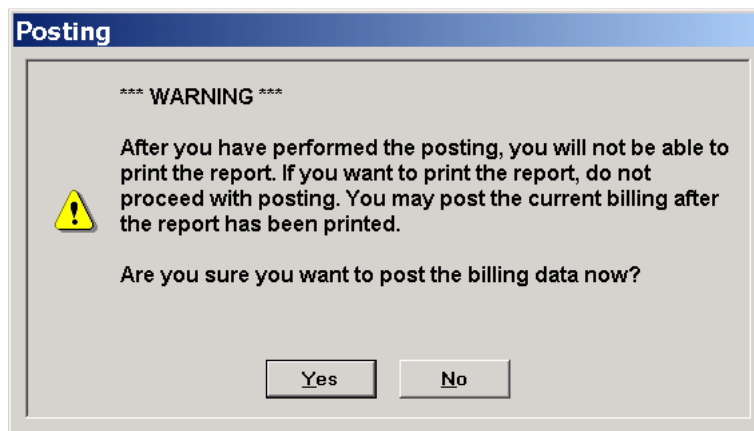
Process Edit Report Post Cancel Close

When billing data has been collected in temporary areas, the **Process** button is dimmed and if the data has errors, the **Post** button is also dimmed.

7. Following is the list of error codes assigned during billing:
 - 1 Principal Advanced is not equal to the Total Principal
 - 3 Balance Owed is not equal to Balance Loaned
 - 4 Monthly Blended Payment is less than calculated interest
 - 5 Principal calculated for borrower and investors not equal
 - 6 Interest calculated for borrower and investors not equal
 - 7 Principal Paid by Borrower and Principal Paid to Investors are not equal
8. Click **Report** to generate the Billing Report (see Sample Report # in Appendix A). The report must be printed and filed before posting billing data. If the data is edited and any changes made, print the report again before filing it.
9. Click **Edit** (Section 10.3) to correct rounding errors in billing data. Some errors such as Error Code 2 (Prime Rate Not Available) cannot be corrected through the edit. In this case, exit billing, update prime rate, run billing again and click **Process** to overwrite the billing data.
10. Click **Cancel** to delete billing data in the temporary area. This function is typically used when you have already collected billing data and want to make some last minute changes. Please note that

any modifications made to the data during edit function will be lost and you will have to click **Process** button again to collect fresh data. You cannot delete billing data once it has been posted.

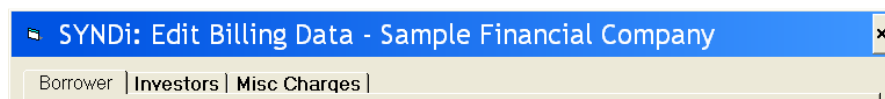
11. If the billing data collected in temporary area is free of all errors, the **Post** button becomes undimmed. Click to apply the billing data and delete it from temporary area. The following message is displayed:



12. The posting function copies billing data in temporary area into permanent area, deletes temporary area and generates General Ledger entries. Once the data is posted, you cannot edit it or generate pre-billing report.

10.3. Editing Billing Data

1. Click **Edit** on Billing screen to display the following screen containing two tabs described below:



| | |
|--------------|--|
| Borrower | Displays principal and interest calculation for the borrower. |
| Investors | Displays principal, interest, fee, sales tax and non-resident tax for investors. |
| Misc Charges | Displays miscellaneous charges to be billed by borrowers and to be paid by investors in the billing run. |

2. You may access the tabs by clicking on the tab header.

10.4. Borrower Tab

1. The Borrower tab is displayed as follows:

The screenshot shows the 'SYNDi: Edit Billing Data - Sample Financial Company' window with the 'Borrower' tab selected. The window contains several input fields and a summary table.

Loan ID: DAMPLA (with Finder, Scroll, and New icons) | **Damascus Plaza**

Borrower: QUEPLA | **Queen's Place**

Amount Loaned: 0.00

Amount Owed: 800,000.00

Interest Rate: 11.3750

Period: 1 Month

Dates: Start Date: 04/11/2005, Last Billing Date: 01/09/2007, This Billing Date: 02/09/2007, Next Billing Date: 03/09/2007

| | Borrower | Investors |
|-----------------------|------------|-----------|
| Principal | 0.00 | 0.00 |
| Interest | 7,583.33 | 7,583.36 |
| Miscellaneous Charges | 1,868.66 | 934.32 |
| Discharge Penalty | 0.00 | 0.00 |
| Balance | 800,000.00 | |

Error Codes: 4

Buttons: Save, Fix, Close

2. The fields shown on the screen are described below:

Loan ID

Enter the Loan ID, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all loans in the temporary billing data table.



Scroll is used display previous or next loan by hitting up or down arrow.



New is used to clear the screen .

Principal

Principal amount billed to the borrower. The total principal distributed to investors is shown next to it. If the difference between the two amounts is greater than the maximum rounding error set in the company profile, error code 5 is assigned.

Interest

Interest amount billed to the borrower. The

total interest distributed to investors is shown next to it. If the difference between the two amounts is greater than the maximum rounding error set in the company profile, error code 6 is assigned.

Miscellaneous Charges

This entry shows various charges applied in the billing run. The amounts can be edited by switching to Miscellaneous Charge Tab.

Discharge Penalty

If the loan is being discharge earlier than the normal maturity date, The program calculates Discharge Penalty which is equal to the interest for the number of months specified in the Loans record.

Fix

The principal or interest on borrower side may not be equal to the corresponding amount on the investor side due to rounding issues. If there are penny differences, you may click Fix to change the amounts on the Borrower side and save the record.

Save

Click to save changes made to any of the amounts. It is highlighted only when the user changes a field.

Close

Click to close the screen.

3. If the difference between principal and / or interest on borrower or investor's side exceeds maximum rounding error, you may change the amount either for the borrower or for one or more investors.
4. If you have changed an amount on borrower side, you must click **Save** before you click Investors tab.
5. When you click **Save** the corresponding error code disappears if the difference between the amounts becomes less than the maximum rounding error.
6. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.
7. To display a record, enter the Loan ID or use **Finder** to select a record.

10.5. Investors Tab

1. The Investors tab is displayed as follows:

SYNDi: Edit Billing Data - Sample Financial Company

Borrower | Investors | Misc Charges

Loan ID: **DAMPLA** **Damascus Plaza**

Investor ID: **BARJIM** **Jim Baryl**

Investment Number: **2727** Start Date: **04/11/2005**

Principal: **0.00** Billing Date: **02/09/2007**

Interest: **947.92** Amount Loaned: **100,000.00**

Miscellaneous Charges: **121.46** Interest Rate %: **11.3750**

Discharge Penalty: **0.00** Principal Paid to-date: **0.00**

Fee: **56.88** Interest Paid to-date: **19,862.17**

N/R Tax: **0.00**

GST: **3.41**

Save Fix Close

2. The fields shown on the screen are described below:

Investor ID

Enter the Investor ID, maximum 16 alphanumeric characters; user defined.



Finder is used to display a list of all investors for the specified loan in the temporary billing data table.



Scroll is used to display previous or next loan by hitting up or down arrow.



New is used to clear the screen.

Principal

Principal amount to be distributed to the investor. Change it if necessary.

Interest

Interest amount to be distributed to the investor. Change it if necessary.

Miscellaneous Charge

Miscellaneous charges to be distributed to the investor. If you have to change any of the

amounts, switch to Misc Charge Tab and edit them.

Discharge Penalty .
If the loan is being discharge earlier than the normal maturity date, The program calculates Discharge Penalty which is equal to the interest for the number of months specified in the Loans record.

Fee Fee Amount to be deducted from the interest.

N/R Tax Non-Resident Tax to be deducted from the interest.

Sales Tax Up to three fields set up in company profile displaying sales tax calculated on fee.

Save

Click to save changes made to any of the amounts. It is highlighted only when the user changes a field.

Close

Click to close the screen.

3. If you have changed an amount on the investor's side, you must click **Save** before you click Borrower tab.
4. When you switch to the borrower tab, the error code disappears if the difference between the amounts becomes less than the maximum rounding error.
5. You may hit <Tab> key to move from one field to the next. Alternatively, you may click inside a field and modify it.

10.6. Misc Charge Tab

1. The Misc Charge tab is displayed as follows:


The screenshot shows a window titled "SYNDi: Edit Billing Data - Sample Financial Company" with a tab labeled "Misc Charges". The window contains the following fields and table:

Loan ID: **DAMPLA** Investor ID: **BARJIM** Investment Number: **2727**

| MiscChgID | Description | Amount |
|-----------|---------------------|--------|
| INTCAL | Late Payment Charge | 121.46 |

At the bottom of the window are three buttons: **Save**, **Fix**, and **Close**.

2. The fields shown on the screen are described below:

| | |
|---|---|
| Loan ID | Displays Loan ID for which miscellaneous charges are being edited. |
| Investor ID | Investor ID is displayed only if you are editing miscellaneous charges for an investor. |
| Investment Number | Investment Number is displayed only if you are editing miscellaneous charges for an investor. |
| Investment Table | Displays a list showing Miscellaneous Charge Code, Description and the amount for each charge. To change the amount, just highlight it, type the new amount and hit <Tab>. If you do not wish to apply a charge, change the amount to zero. |
|  | Click to save changes made to any of the amounts. |

3. If you have changed a miscellaneous charge, you must click **Save** before you click Borrower or Investor tab.
4. If you come to Misc Charge tab from the Borrower tab the page displays borrower charges. On the other hand, if you come to the tab from the Investors tab the page displays charges to be paid to the investor.

10.7. Printing Borrower Bills

1. The Print Borrower Bill screen allows you to print and / or email a bill to your borrowers. This function is run immediately after billing for the current month. Bills can be emailed only if you have indicated in the Company Profile that you send emails through SYNDi.

SYNDiLM: Print Borrower Bill - Grand Bahama Development Company

Statement | Email | Message

Loan ID From to

Month Year

The following text will be displayed above the bottom copy of the bill.

IMPORTANT: To ensure proper credit this copy must be returned with your remittance.

2. The bill is normally produced in two parts. You can enter a note in the text field to be displayed immediately above the bottom part which the borrower is supposed to return with payment. By default the wording is as shown in the figure. However you may delete it if you do not want any message to be printed above the bottom part of the bill.
3. Click **Create** to generate bills in the specified range.
4. When the function is completed, the following screen is displayed provided your configuration has been set up for emailing through SYNDi.

SYNDiLM: Print Borrower Bill - Sample Financial Company

Statement | **Email** | Message

Subject: **Borrower Statement**

Message: Your statement is attached

Create Process Close

5. All bills are sent as a pdf attachment to the email message with the subject line and the message body entered on this screen. You may change it if necessary.
6. Once satisfied the subject line and the message body, select **Print/Email** tab. The following screen is displayed:

SYNDiLM: Print Borrower Bill - Sample Financial Co...

Statement | **Print/Email** | Message

☐ Print missing email Addresses ☒ Print ☐ Email ☐ All ☒ None

| LoanID | Description | E-Mail | Selected |
|---------|------------------------|--------------------|----------|
| AVE1077 | Avenue Street Plaza | info@indusflow.com | |
| BAN2365 | 2365 Banglore Ave | info@indusflow.com | |
| BIR1160 | 1160 Birchmount Road | email@email.com | |
| CIR2251 | 2251 Circle Square | | |
| COR5516 | 5516 Corvette Crescent | email@email.com | |
| DAMPLA | Damascus Plaza | | |
| LIBERTY | Liberty Village Condos | email@email.com | |
| TST2075 | Samuel Sampson | email@email.com | |

Create Process Close

7. Double-click in the Selected column to choose the borrowers to be processed.
8. Double clicking the LoanID or Description for a borrower to preview a bill.
9. Click **Process** to print or email the bills.

Chapter 11

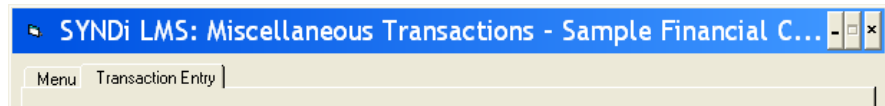
Miscellaneous Transactions

11.1. Introduction

If SYNDi is interfaced with QuickBooks, it is necessary that QuickBooks be open with the right company when you enter this screen.

Miscellaneous Transactions can be used to enter service charges such as NSF fee or an administration charge. In this case you may either just bill the service charge if the actual amount has not been received or you may actually receive it.

1. Click Misc Transactions on Main Menu to display the following screen containing two tabs described below:



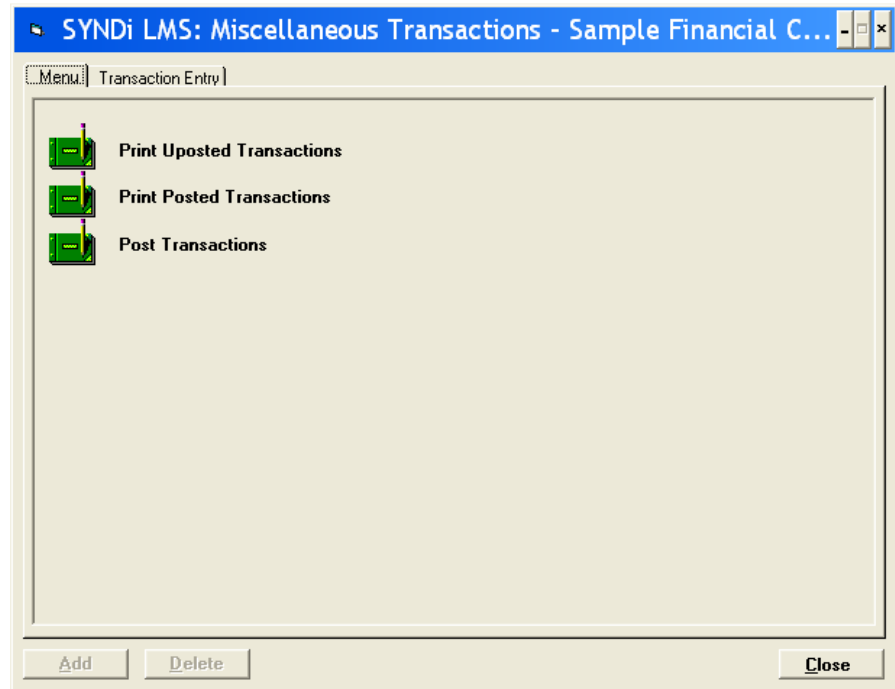
| | |
|------|---|
| Menu | Print various listings and post Miscellaneous Transactions. |
|------|---|

| | |
|-------------------|-----------------------------------|
| Transaction Entry | Enter Miscellaneous Transactions. |
|-------------------|-----------------------------------|

2. You may access various tabs by clicking on the tab header.

11.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Print Unposted Transactions

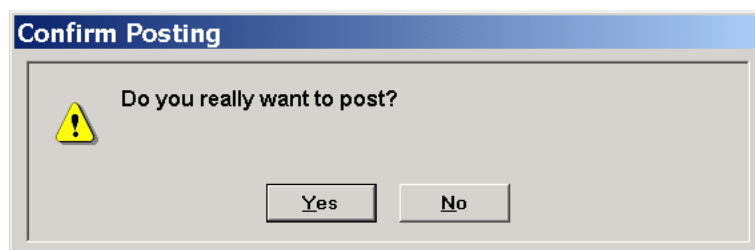
Generates a report showing unposted transactions.

Print Posted Transactions

Generates a report showing posted transactions.

Post Transactions

This function marks all unposted transactions as posted. Posted transactions cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted transactions, click **Yes** to post them.

11.3. Transaction Entry Tab

1. The Transaction Entry tab is displayed as follows:

The screenshot shows a software window titled "SYNDiLM: Miscellaneous Transactions - Sample Fin...". Inside, the "Transaction Entry" tab is active. The form contains the following fields and values:

- Transaction No: 8949
- Loan ID: AVE1077
- Date: 05/01/2012
- Document No: 123
- Misc Charge Code: MGMNT
- Description: Received Management Fee
- GL Account: 4300
- Amount: 250.00
- Action: ☒ Billed and Received
- Bank ID: CCB
- Date Range: 4/30/2012 to 5/31/2012
- Management Fee Income: (empty)
- Balance: 250.00
- Status: Unposted

Buttons at the bottom include Save, Delete, and Close.

2. The fields shown on the screen are described below:

Transaction
Number

A numeric code assigned by the system from the Next Payment Number in Company Profile table. Whenever a new transaction is generated the Next Payment Number in Company Profile table is incremented by 1.

To access an existing transaction, enter Transaction Number and hit <Tab>.



Finder is used to display a list of transactions in the Miscellaneous Transactions table.






New is used to clear the screen while setting up a new record.

Loan ID

Enter the Loan ID, maximum 16 alphanumeric characters; user defined, or select it using the **Finder** button next to Loan ID.

The Loan ID is optional and can be left blank if the transaction is meant to be applied to any

| | |
|---|---|
| | loan belonging to the specified borrower. |
| Date | Enter the date of transaction. |
| Document No | Enter a reference number, e.g., voucher number. |
| Misc Charge Code | Enter the Miscellaneous Charge Code defining the G/L account to which the transaction will be debited. The Code should be defined as described in Section 4.6 with 100% as Borrower Percentage, 0% as Investor Percentage and zero as the amount. |
| Description | Description of the transaction, maximum 60 alphanumeric characters; user defined. |
| G/L Account | The system displays the G/L account number associated with the specified Miscellaneous Charge Code. |
| Amount | Enter the transaction amount. |
| Action | <p>Billed: This action can be selected only if you want to create a billing record, debiting Borrower Receivable and crediting the G/L account defined by the specified Miscellaneous Charge Code (normally an income account).</p> <p>Billed and Received: This action is selected when you want the system to generate a billing record as described above and then create a receipt record, debiting Bank and crediting Borrower Receivable.</p> |
| Bank ID | If the Action is Billed and Received , enter the Bank ID of the bank in which funds will be deposited. This field is optional unless SYNDi is integrated with an accounting package. |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |

Close

Click to close the screen.

3. To enter a new transaction, click **New** to clear the screen and hit <Tab>.
4. To modify an existing record, enter the Transaction Number or use **Finder** to select a record. If the transaction has already been posted, the following message is displayed:



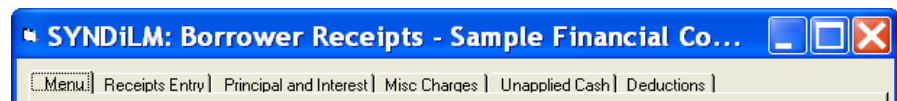
5. You cannot modify a transaction once it has been posted.
6. To delete a transaction, click **Delete**. You cannot delete a receipt that has already been posted.
7. Click **Add** to add the record.

Chapter 12

Borrower Receipts

12.1. Introduction

1. Whether you receive the loan installment on monthly basis or you have collected postdated checks, you have to enter receipts after the billing has been run, so that you may distribute them to inventors. You may use Borrower Receipts to perform the following functions:
 - (a). Enter checks received from borrowers and apply them to existing receivables.
 - (b). Enter checks received from borrowers and apply them to billed service charges (Chapter 11).
 - (c). Apply existing unapplied receipts (Chapter 11) to outstanding receivables.
 - (d). Write off outstanding receivables in case of foreclosure or bankruptcy.
2. Click Borrower Receipts on Main Menu to display the following screen containing two tabs described below:



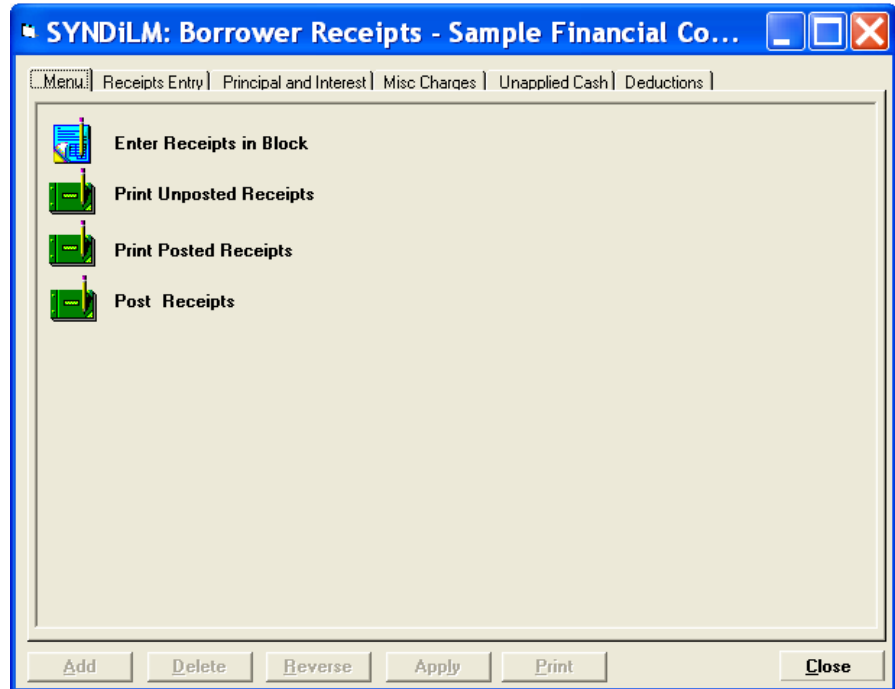
| | |
|------------------------|---|
| Menu | Process borrower receipts in block, print various listings and post receipts. |
| Receipts Entry | Enter borrower receipts. This option allows freedom to enter partial receipts and write-offs. |
| Principal and Interest | Details of principal and interest in outstanding billing records. |
| Misc Charges | Details of outstanding Miscellaneous Charges in the selected billing record. |
| Unapplied Cash | Details of unapplied receipts entered through Miscellaneous Transactions. |

| | |
|------------|---|
| Deductions | If you are deducting any charges (e.g., down payment, holdbacks, administration fee etc.) you can enter them on this tab. |
|------------|---|

3. You may access various tabs by clicking on the tab header.
4. If you have enforced User Security in company profile setup, please refer to Section 12.3 otherwise ignore it.

12.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Enter Receipts in Block

This option displays all billed loans for which the borrower receipts have not been processed. The user is provided the opportunity to flag all or some loans for which the receipt has to be processed. The program processes these receipts in full and makes them available to be printed and posted. (See Section 12.10).

Print Unposted Receipts

Generates a report showing unposted receipts from borrowers for selected loans. See Sample Report # in Appendix A.

Print Bank Deposits

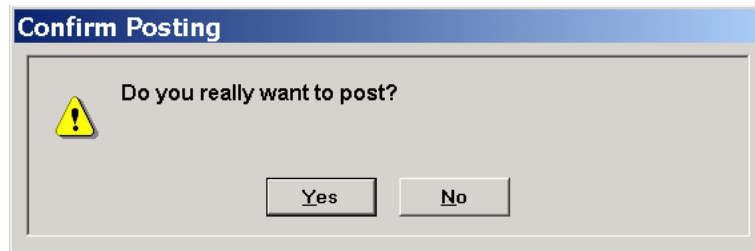
Bank Deposits Report displays posted receipts and lists all checks to be deposited in the bank. It must be printed after posting. See Sample Report # in Appendix A.

Print Posted Receipts

Generates a report showing posted receipts from borrowers for selected loans and date range. See Sample Report # in Appendix A.

Post Receipts

This function marks all unposted receipts as posted. Posted receipts cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted receipts, click **Yes** to post transactions.

12.3. Working with Batches

1. When you click Borrower Receipts on Main Menu and want to enter a new Receipt, the following screen is displayed showing all unposted batches created by you. If the screen displays 0 for Batch Number and the list of unposted batches is blank, it means that there are no unposted batches in the database.

User Batch

Batch No: 0

Batch Date: 08/18/2012

Batch Type: RB Borrower Receipts

User ID: ADMIN

Description: Borrower Receipt

Unposted Batches

| | |
|--|--|
| | |
|--|--|

Add Delete Close

2. Click New button next to Batch Number. SYNDi assigns the next available batch number. Change the Description if necessary. SYNDi will remember the new wording and will be displayed every time you create a new batch.
3. Click Add to create the batch. You should create a new batch every day and enter all payments in that batch. If you don't want this newly assigned batch number, you must click Add and then click Delete to remove the new batch number. A batch can be deleted only if it does not have any entries in it.
4. If one or more batches created in the past have not been posted yet, they will be displayed in the list of unposted batches. If you want to continue working with one of those batches, you may select it by clicking on it in the batch list and click **Close** without adding a new batch.

- | | Process | BatchNo | Entries | BatchDate | UserID | Description |
|---|---------|---------|---------|-----------|--------|------------------|
| ▶ | Yes | 1 | 1 | 8/18/2012 | ADMIN | Borrower Receipt |
- ◀ [] [] ▶
- [Print] [Close]

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| Process | BatchNo | Entries | BatchDate | UserID | Description |
|---------|---------|---------|-----------|--------|------------------|
| Yes | 1 | 2 | 8/18/2012 | ADMIN | Borrower Receipt |

Post Close

11. Borrower Receipts resulting from Loan Adjustments and Investor Transfers are not grouped in individual batches. Such transactions are assigned Batch 0.

12.4. Receipts Entry Tab

1. The Receipts Entry tab is displayed as follows:

SYNDiLM: Borrower Receipts - Sample Financial C...

Menu: Receipts Entry | Principal and Interest | Misc Charges | Unapplied Cash | Deductions

Ref No: *NEW* Bank ID: CCB

Loan ID: BIR1160 1160 Birchmount Road

Receipt Date: 11/25/2013 Active Stop Billing ☐

Receipt Type: CASH Cash

Receipt Amount: 25,000.00 Write-off ☐ Document No:

Description: Borrower Receipt

| | Due | Applied | Balance |
|---------------------|------------|--|--------------------|
| Principal | 4,174.55 | 4,174.55 | 0.00 |
| Interest | 24,756.96 | 24,756.96 | 0.00 |
| Misc Charges | 0.00 | 0.00 | 0.00 |
| On Account Receipts | (5,000.00) | (5,000.00) | 0.00 |
| Deductions' | 0.00 | 0.00 | 0.00 |
| Total Amount Due | 23,931.51 | 23,931.51 | 0.00 |
| Overpayment | 1,068.49 | <input checked="" type="checkbox"/> On account | To be applied 0.00 |

Status: Unposted

Buttons: Add, Delete, Reverse, Apply, Print, Close

2. The fields shown on the screen are described below:

Ref No A numeric Reference Number assigned by the system from the Next Payment Number in Company Profile table. Whenever a new receipt is generated the Next Payment Number in Company Profile table is incremented by 1.

To access an existing receipt, enter the Reference Number and hit <Tab>.




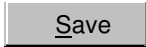




Finder is used to display a list of receipts in the Transaction table.



New is used to clear the screen while setting up a new record.

Bank ID Enter the Bank id of the bank in which funds will be deposited. If you are using batches this field contains the Bank ID that you defined when creating the batch otherwise enter it here.

| | |
|----------------|--|
| | This is an optional field unless SYNDi is integrated with an accounting package. |
| Loan ID | Enter the Loan ID, maximum 16 alphanumeric characters; user defined, or select it using the Finder button next to Loan ID in which case you will see a list of loans with outstanding balances. |
| | Outstanding transactions are loaded when you enter Loan ID and hit <Tab>. You will be able to see the transaction details by clicking on Principal and Interest tab which is activated only when the transactions are loaded. |
| Borrower ID | Displays the Borrower ID and the name. |
| Date | Enter the date of receipt. |
| Document No: | Source Document Number (e.g., check number), maximum 30 alphanumeric characters; user defined. |
| Receipt Amount | Enter the amount of check. You may leave it as zero if you are just applying unapplied receipts to outstanding receivables. |
| | If the Receipt Amount exceeds the Total Amount Due, the difference is shown as Overpayment and is applied automatically to the principal. |
| Write-off | If Write-off is checked the amount is debited to Bad Debt Expense instead of Bank (as specified in Company Profile). The transaction is also flagged as a Write-off. |
| On account | If an overpayment is left it may be applied to the account for later reconciliation (provided you have set up a code for On Account Receipt in Template Setup (see Section 5.2). Typically if a borrower overpays you may keep overpaid amount for application to future billings. If you do not check this box the overpayment is applied to the principal. |

| | |
|---|--|
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to reverse a posted receipt, see section 12.9. |
|  | If you want to apply the amount without selecting outstanding billing in Principal and Interest Tab you may click Apply to apply the amounts automatically. SYNDi applies to oldest interest first, followed by Miscellaneous Charges and finally to Principal. |
|  | Click to close the screen. |

3. To enter a new borrower receipt, click **New** to clear the screen and hit <Tab>. Enter Borrower ID and hit <Tab> again or select a borrower by clicking the **Finder** button. If the borrower has outstanding balance, the system displays a table listing unapplied billing records for the specified borrower. The outstanding transactions can be viewed and modified by switching to Principal and Interest tab.
4. Click **Add** to add the receipt.
5. To modify an existing record, enter the Receipt Number or use **Finder** to select a record. You cannot modify a receipt once it has been posted.
6. To delete a receipt, click Delete. You cannot delete a receipt that has already been posted.

12.5. Principal and Interest Tab

- The tab is displayed as follows:

| Apply | BillingDate | PrincipalDue | PrincipalRec | InterestDue | InterestRec | MiscChgDue | MiscChgRec |
|-------|-------------|--------------|--------------|-------------|-------------|------------|------------|
| No | 05/01/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| No | 04/30/2012 | 866.38 | 0.00 | 4,939.77 | 0.00 | 0.00 | 0.00 |
| No | 03/31/2012 | 860.39 | 0.00 | 4,945.76 | 0.00 | 0.00 | 0.00 |
| No | 02/29/2012 | 854.44 | 0.00 | 4,951.71 | 0.00 | 0.00 | 0.00 |
| No | 01/31/2012 | 749.99 | 0.00 | 4,956.92 | 0.00 | 0.00 | 0.00 |
| No | 12/31/2011 | 843.35 | 0.00 | 4,962.80 | 0.00 | 0.00 | 0.00 |

Amount to be applied: 29,081.51

Buttons: Add, Delete, Reverse, Apply, Print, Close

- This table displays billing records for various loans. You may click on any row in the table to select it. The columns in each row are described below.

Apply Double-click the column to apply receipt to the billing record. The entry under Apply changes from No to Yes. Double-click it again and notice that it changes back to No.

Billing Date Date on which the record was billed

PrincipalDue Displays outstanding principal billed.

PrincipalRec Principal Received: Displays the principal to be paid in the current receipt.

InterestDue Displays outstanding interest billed.

InterestRec Interest Received: Displays the interest to be paid in the current receipt.

MiscChgDue Displays outstanding Miscellaneous Charges

billed.

MiscChgRec Miscellaneous Charge Received: Displays the Miscellaneous Charges to be paid in the current receipt.

Select All Check to enter Yes in the Apply column of each row.

Select None Check to enter No in the Apply column of each row.

3. Double-click on No under the Apply column for the billing record (if more than one) for which the receipt is being entered. The table shows all billing in the descending order of billing date. You may be interested only in the first few records since older records may have just some unpaid NSF charges which will be cleared at the time of Loan Discharge.
4. The following figure shows the second record selected. The Interest Received field displays the same amount as Interest Due field assuming that you want to apply the entire amount.

SYNDiLM: Borrower Receipts - Sample Financial Co...

Menu | Receipts Entry | Principal and Interest | Misc Charges | Unapplied Cash | Deductions |

Principal and Interest ☐ Select All ☐ Select None

| | Apply | BillingDate | PrincipalDue | PrincipalRec | InterestDue | InterestRec | MiscChgDue | MiscChgRec |
|---|-------|-------------|--------------|--------------|-------------|-------------|------------|------------|
| ► | Yes | 05/01/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | 150.00 |
| | No | 04/30/2012 | 866.38 | 0.00 | 4,939.77 | 0.00 | 0.00 | 0.00 |
| | No | 03/31/2012 | 860.39 | 0.00 | 4,945.76 | 0.00 | 0.00 | 0.00 |
| | Yes | 02/29/2012 | 854.44 | 854.44 | 4,951.71 | 4,951.71 | 0.00 | 0.00 |
| | Yes | 01/31/2012 | 749.99 | 749.99 | 4,956.92 | 4,956.92 | 0.00 | 0.00 |
| | Yes | 12/31/2011 | 843.35 | 843.35 | 4,962.80 | 4,962.80 | 0.00 | 0.00 |

Amount to be applied **11,612.30**

Add Delete Reverse Apply Print Close

5. If the Amount is being partially paid or not being paid, click on the amount in InterestRec column to highlight it. Type the new value and hit the <Tab> key. The amount in Interest Received column cannot exceed the amount in Interest Due column. Similarly if the

Principal Due column contains a certain amount you can apply it partially by changing the figure in PrincipalRec column.

12.6. Miscellaneous Charges Tab

1. The tab is displayed as follows:

Miscellaneous Charges

| Code | Description | AmountDue | AmountReceived |
|-----------|-------------|-----------|----------------|
| NSF 21265 | NSF Charges | 150.00 | 150.00 |

Misc Charges 150.00

Add Delete Reverse Apply Print Close

2. This table displays miscellaneous charges associated with the selected billing record in Principal and Interest Table. The columns in each row are described below.

| | |
|-----------------|---|
| Code | Displays the Miscellaneous Charge Code. |
| Description | Displays the description associated with the miscellaneous charge code or the description entered for the service charge. |
| Amount Due | Displays outstanding amount. |
| Amount Received | Displays the amount to be paid in the current receipt. |

3. If the Amount is being partially paid or not being paid, click on the amount in Amount Received column to highlight it. Type the new value and hit the <Tab> key.

12.7. Unapplied Cash Tab

1. The tab is displayed as follows:

| Apply | TransDate | Code | AmountPending | AmountReceived | Description |
|-------|------------|--------|---------------|----------------|---------------------|
| No | 05/02/2012 | DNACCT | 5,000.00 | 0.00 | On Account Receipts |

Unapplied Cash 5,000.00

Add Delete Reverse Apply Print Close

2. This table contains unapplied receipts entered earlier (Chapter 11). If you want to apply any of them, double-click on No under the Apply column and change Amount Received if necessary.
7. Click on Receipts Entry tab and make sure that the Total Applied Amount is equal to the Receipt Amount entered earlier.
8. Click **Add** to add the receipt.
9. **Overpayments**

Overpayments can be entered only if the Receipt Amount exceeds Total Amount Due and all outstanding transactions are fully applied. The extra amount reduces the principal unless you check On Account in which case it is left unapplied for future receipts.

12.8. Deductions Tab

1. The tab is displayed as follows:

| SYNDiLM: Borrower Receipts - Sample Financial Co... | | | |
|--|----------|-----------|-----------------|
| Menu Receipts Entry Principal and Interest Misc Charges Unapplied Cash <u>Deductions</u> | | | |
| Deductions | | | |
| (1) | HOLDBACK | Holdback | 7,300.00 |
| (2) | ADMIN | Admin Fee | 250.00 |
| (3) | GST | Sales Tax | 12.50 |
| (4) | | | 0.00 |
| (5) | | | 0.00 |
| Total Amount | | | 7,562.50 |
| Add Delete Reverse Apply Print Close | | | |

2. It is ideal for entering down payments, holdbacks, administration charges etc. paid by the borrower or deducted from loan advance BEFORE the loan is funded. It can also be used to process such transactions if you are controlling Borrower Receipts through Batches otherwise you may enter them through Miscellaneous Transactions as service charge billed and received. (See Chapter 11.)
3. If you are using this screen to enter deduction you should not apply any portion of the receipt amount to previous billings or unapplied cash.

12.9. Reversing Borrower Receipts

1. If a receipt from a borrower has been entered and posted, it can be reversed in case the check is returned by the bank due to insufficient funds. It is suggested that the Investor Payment should be entered only after borrower receipts have been cleared by the bank although The program allows the user to return the check even after Investor Payments have been processed.
2. If the receipt to be reversed has not been posted yet, it should just be deleted instead of being reversed.
3. To reverse a receipt choose Receipt Entry tab and enter the Receipt Number, or use **Finder** to select a record. If you use **Finder** to locate the receipt, make sure to include posted receipts on the Finder screen. The following screen is displayed:

SYNDiLM: Borrower Receipts - Sample Financial Co...

Menu: Receipts Entry | Principal and Interest | Misc Charges | Unapplied Cash

Ref No: 8632

Loan ID: AVE1077 Avenue Street Plaza

Borrower ID: BLOJIM Jim Blouski

Receipt Date: 01/31/2011

Document No:

Receipt Amount: 795.36 ☐ Write-off NSF Charge: 0.00

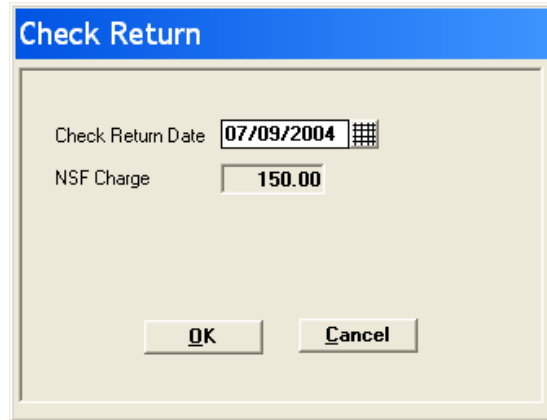
Amount to be applied: 0.00

| | Due | Applied | Balance |
|---------------------|--------|---------|---------|
| Principal | 107.12 | 107.12 | 0.00 |
| Interest | 688.24 | 688.24 | 0.00 |
| Misc Charges | 0.00 | 0.00 | 0.00 |
| On Account Receipts | 0.00 | 0.00 | 0.00 |
| Total Amount Due | 795.36 | 795.36 | 0.00 |
| Overpayment | 0.00 | | |

Status: **Posted**

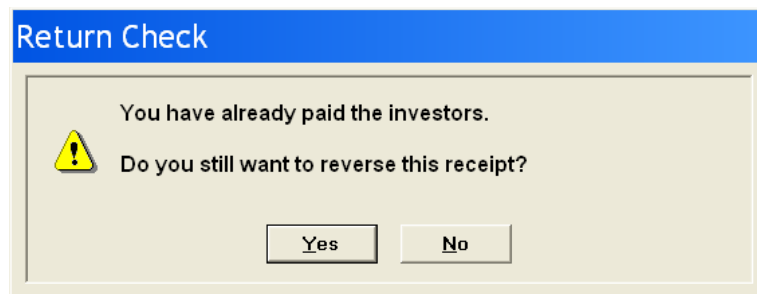
Save Delete **Reverse** Close

4. Click **Reverse** to display the following screen showing Check Return Date and NSF Charge (if already set up in Client Profile):



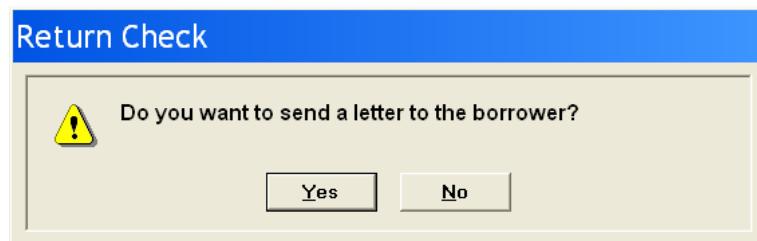
A dialog box titled "Check Return" with a blue header bar. It contains two input fields: "Check Return Date" with the value "07/09/2004" and a calendar icon, and "NSF Charge" with the value "150.00". At the bottom are "OK" and "Cancel" buttons.

5. Enter the Check Return Date if different from the date displayed on the screen. The program displays the prompt to confirm if you are sure that you want to reverse this receipt. Click **Yes** to proceed further.
6. If the Investor Payment has already been processed, the following reminder is displayed:



A dialog box titled "Return Check" with a blue header bar. It contains a yellow warning icon and the text: "You have already paid the investors. Do you still want to reverse this receipt?". At the bottom are "Yes" and "No" buttons.

7. Click Yes to reverse the receipt. The following prompt is displayed:



A dialog box titled "Return Check" with a blue header bar. It contains a yellow warning icon and the text: "Do you want to send a letter to the borrower?". At the bottom are "Yes" and "No" buttons.

8. Click Yes to display the letter and print it. The letter is saved automatically as *loanID_ReverseReceiptNumber_NSF.doc*. The template for the letter, *NSFLetter.dot* is located in Templates sub-folder of Database Location.
9. In order to change the layout of the letter you may edit *NSFLetter.dot* in Microsoft Word.

Sample Financial Company
 7481 Woodbine Avenue, Suite 203
 Markham, Ontario L3R 2W1
 Tel: (905) 940-0751 Fax: (905) 940-0341

November 4, 2008

Goldberg Realty
 1160 Birchmount Road
 Scarborough, Ontario M1P 2B8

PAYMENT RETURN ADVICE

Please note that the following payment made by you has been returned by the bank. It will be appreciated if you make arrangements to send your payment right away. The particulars are given below:

Account Number: WARPLAZ
 Description: Warsak Plaza
 Reference:
 Receipt Number: 8420-8468
 Receipt Date: Dec 18, 2007

Amount: \$11,197.93
 Service Charge: \$150.00

Total Amount: \$11,347.93

Yours truly,

Sample Financial Company

10. Print the letter before closing it.
11. A Reminder is created to follow up with borrower.

SYNDi LMS: Reminders Setup - Sample Financial Company

Reminder ID:

Reminder Type: ☐ General ☒ Loan ☐ Borrower ☐ Other

Loan ID:

Effective Date: at ☒ AM ☐ PM

Remind Me: ☐

Note: Samuel Sampson will pay \$200,000 on this billing. Enter \$200,000 in Principal Payment. Leave the payment frequency zero so that this amount is billed only on this billing.

12. The Reminder date and time is set at 24 hours later. Change it to appropriate date and time before saving the Reminder. If you have turned on SYNDi Reminder System by allowing pop=up menus in Company Profile, the Reminder will pop up to keep reminding you until you uncheck Remind Me box.
13. After you have reversed a receipt t, you must post it.
14. If have indicated in Company Profile that you charge NSF fee it will automatically be applied at the next billing run.
15. Check Reversal creates a borrower receipt record in the Transactions table with negative values and displays it with status “Reversal” on Finder screen. The original receipt is also maintained in the table but the status is changed from “Posted” to “Check Ret”.

12.10. Processing Borrower Receipts in Block

1. It is suggested that this option be used only while entering borrower receipts in large numbers. It does not allow partial receipts and does not give the user much control. It also does not consider unapplied receipts or service charges that have not been billed to any particular loan. The procedure described in Sections 12.4 to 12.7 for entering individual receipts provides better control and allows partial receipts.
2. Clicking Enter Receipts in Block on Menu tab displays the following screen:

SYNDiLM: Borrower Receipts - Sample Financial C...

Receipt Date:

Description:

Bank ID:

☐ Select Self-Admin
☒ Select All
☐ De-select All

| LoanID | BillingDate | Description | Balance | SelfAdmin | Process | Date |
|---------|-------------|------------------------|----------|-----------|---------|------|
| BIR1160 | 2/28/2011 | 1160 Birchmount Road | 5,766.39 | Yes | | |
| BIR1160 | 3/31/2011 | 1160 Birchmount Road | 5,766.39 | | Yes | |
| BIR1160 | 4/30/2011 | 1160 Birchmount Road | 5,766.39 | | Yes | |
| BIR1160 | 5/31/2011 | 1160 Birchmount Road | 5,766.39 | | | Yes |
| BIR1160 | 6/30/2011 | 1160 Birchmount Road | 5,766.39 | | Yes | |
| CIR2251 | 3/31/2011 | 2251 Circle Square | 708.33 | Yes | | |
| CIR2251 | 4/30/2011 | 2251 Circle Square | 708.33 | Yes | | |
| CIR2251 | 5/31/2011 | 2251 Circle Square | 708.33 | | | Yes |
| CIR2251 | 6/30/2011 | 2251 Circle Square | 708.33 | | | Yes |
| COR5516 | 5/31/2011 | 5516 Corvette Crescent | 2,368.49 | | | Yes |
| COR5516 | 6/30/2011 | 5516 Corvette Crescent | 2,789.58 | | | Yes |
| DAMPLA | 2/28/2011 | Damascus Plaza | 5,843.75 | Yes | | |
| DAMPLA | 3/31/2011 | Damascus Plaza | 5,843.75 | Yes | | |
| DAMPLA | 4/30/2011 | Damascus Plaza | 5,843.75 | Yes | | |
| DAMPLA | 5/31/2011 | Damascus Plaza | 5,843.75 | | | Yes |

Total # of Loans: Total Receipts:

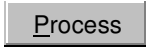
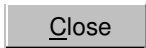
3. The fields shown on the screen are described below:

Receipt Date Enter the date on which the payments from borrowers have been received.

All billed transactions are displayed in a grid in the sequence of billing date and loan ID. All self-administered loans are displayed with Yes flag in Self-Admin column of the grid. All transactions to be processed are indicated by Yes entry in the Process column.

If you need to process a receipt, double-click in the Process column on the desired row a Yes entry will appear in the cell. If you double-

click it again, the Yes entry will disappear and the transaction will not be processed.

| | |
|---|---|
| Description | The default description defined in Company Profile is displayed. Change it if necessary. |
| Bank ID | Enter the Bank ID of the bank in which funds will be deposited. This field is optional unless SYNDi is integrated with an accounting package. |
| Select Self-Admin | Flags all self-administered loans for processing. |
| Select All | Flags all loans for processing. |
| De-select All | Removes processing flag from all loans. |
|  | Processes all flagged records |
|  | Click to close the screen. |

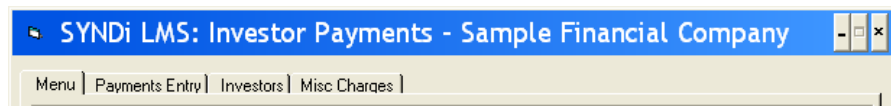
4. If you need to process most of the transactions in the grid, choose Select All and then unflag the records to be excluded. On the other hand if you need to process only some of the transactions in the grid, choose De-select All and then flag the records to be processed.
5. If the Receipt Date is prior to the billing date of any of the transactions in the grid, they cannot be processed. Even if you double-click in the Process column the entry is not changed to Yes. You can view such transactions by scrolling the grid to the left to expose the Date Error column.
6. When all desired transactions have been selected, click **Process** to generate borrower receipts. Print unposted receipts to review them and then post them.

Chapter 13

Investor Payments

13.1. Introduction

1. This function is used only if you have indicated in the Company Profile that you maintain multiple investors.
2. Once you have entered the monthly receipts from borrowers and posted them, you should run Investor Payments to distribute the interest and any principal to investors.
3. Click Investor Payments on Main Menu to display the following screen containing the tabs described below:

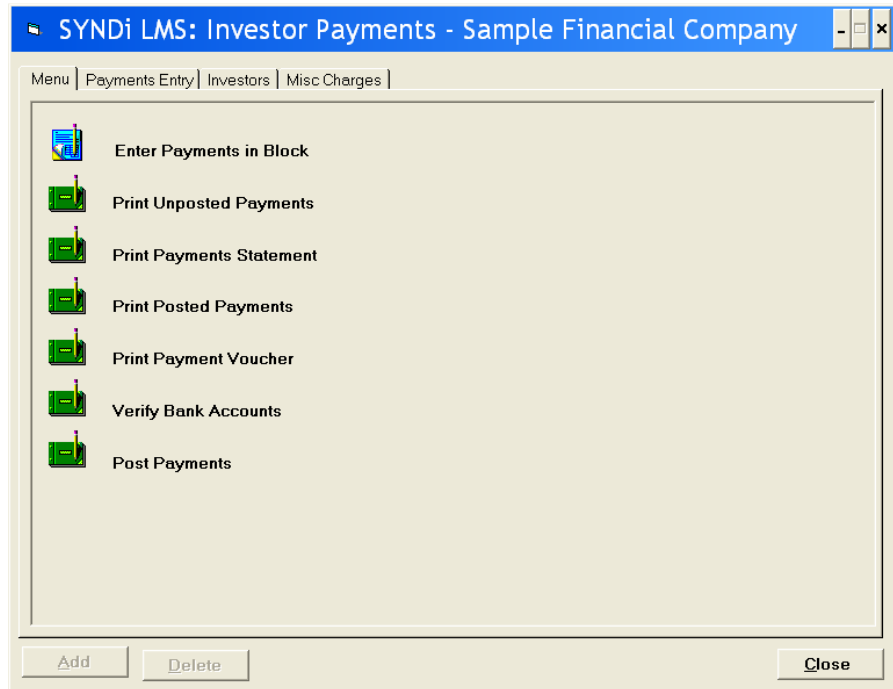


| | |
|----------------|--|
| Menu | Enter Investor Payments in Block, Print various listings and post payments. |
| Payments Entry | Enter investor payments and write-offs individually. |
| Investors | Displays the list of investors during individual payment entry.. |
| Misc Charges | Displays the list of miscellaneous charges during individual payment entry.. |

4. You may access various tabs by clicking on the tab header.

13.2. Menu Tab

1. The tab is displayed as follows:



2. The functions shown on the screen are described below:

Enter Payments in Block

This option displays all billed loans for which investor payments have not been processed. The user is provided the opportunity to flag all or some loans for which the payments have to be distributed. The program processes these payments in full and makes them available to be printed and posted. (See Section 13.4).

Print Unposted Payments

Generates a report showing unposted payments to investors for selected loans. See Sample Report # in Appendix A.

Print Payments Statement

Payment Statements Report displays unposted payments and lists all entries to be processed for direct bank deposit. It must be printed before posting. See Sample Report # in Appendix A.

Print Posted Payments

Generates a report showing posted payments to investors for selected loans and date range. See Sample Report # in Appendix A.

Print Payment Voucher

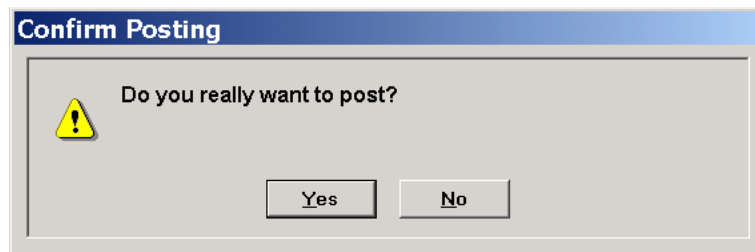
Generates a report showing investor payments in a range of billing date.

Bank Account Verification

This function is used if you are using **SYNDi EFT** to send monthly payments to investors through Electronic Funds Transfer.

Post Payments

This function marks all unposted payments as posted. Posted payments cannot be modified or deleted. The system displays the following message to confirm if transactions should be posted:



If you have already printed unposted payments and payments statement, click **Yes** to post transactions.

13.3. Payments Entry Tab

1. The Payments Entry tab is displayed as follows:

SYNDiLM: Investor Payments - Sample Financial C...

Menu | Payments Entry | Investors | Misc Charges

Reference No:

Loan ID: Billing Date:

Payment Date: ☐ Write-off

Bank ID:

| | Due | Other Payments | This Payment |
|--------------|-----------------|----------------|-----------------|
| Principal | 0.00 | 0.00 | 0.00 |
| Interest | 1,770.84 | 0.00 | 1,770.84 |
| Misc Charges | 63.61 | 0.00 | 63.61 |
| Fee | 88.54 | 0.00 | 88.54 |
| N/R Tax | 50.12 | 0.00 | 50.12 |
| Sales Tax | 11.51 | 0.00 | 11.51 |
| Total | 1,684.28 | 0.00 | 1,684.28 |

Status: Balance:

2. The fields shown on the screen are described below:

Reference No

A numeric code assigned by the system from the Next Payment Number in Company Profile table. Whenever a new payment is generated the Next Payment Number in Company Profile table is incremented by 1.

To access an existing payment, enter the reference number and hit <Tab>.



Finder is used to display a list of payments in the Transaction table.



New is used to clear the screen while setting up a new record.

Loan ID

Enter the Loan ID, maximum 16 alphanumeric characters; user defined.

Bank ID

Enter the Bank ID of the bank from which funds will be withdrawn. This field is optional unless SYNDi is integrated with an accounting

package.

Payment Date

Enter the date of payment.

Write-off

If Write-off is checked the amount is credited to Bad Debt Expense instead of Bank (as specified in Company Profile). The transaction is also flagged as a Write-off.



Finder is used to display a list of all loan records in the Billing Data table.

Billing Date

Displays billing dates of up to 24 undistributed borrower receipts in the descending order of date. The user may select a billing date by clicking on it.

Outstanding
Amounts Table

The “Due“ column shows the amounts billed on the selected billing date. The “Other Payments” column displays the amounts distributed through other partial payments if any. The “This Payment” column displays the amounts to be distributed through the current payment transaction. If the outstanding balances are to be paid fully the user may click Add to create the transaction.

Add

Click to add a new record.

Save

Click to save an existing record. It is highlighted only when the user changes a field.

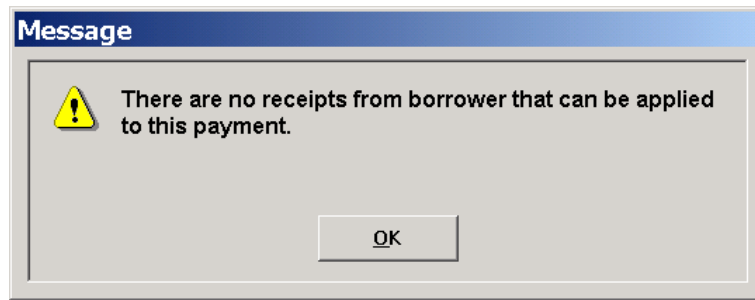
Delete

Click to delete an existing record.

Close

Click to close the screen.

3. To enter a new investor payment, click **New** to clear the screen. Hit <Tab>. Enter Loan ID and hit <Tab> or select a loan by clicking the **Finder** button. If there is no outstanding borrower receipt to be distributed, the following message is displayed:



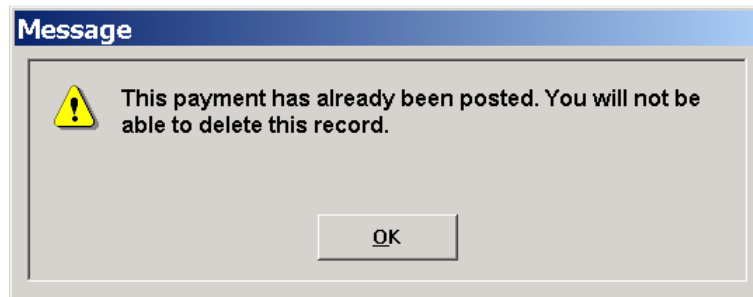
4. If there are outstanding borrower receipts waiting to be distributed, the system displays the outstanding amounts. If there are more than one billing records for a loan the billing dates are displayed in the descending order.
5. Choose the billing date for which the borrower receipt has to be distributed.
6. Enter Payment Date and hit <Tab>.
7. Click Investors Tab to display the principal, interest, fee, N/R Tax and sales tax for each investor.

| SYNDi LMS: Investor Payments - Sample Financial Company | | | | | | | |
|---|-------|-----------|----------|-------|-------|----------|--|
| Menu Payments Entry <u>Investors</u> Misc Charges | | | | | | | |
| InvestorID | RefNo | Principal | Interest | Fee | NRTAX | SalesTax | |
| BARBIL | 2373 | 0.00 | 395.83 | 23.75 | 0.00 | 1.19 | |
| BINSEB | 2364 | 0.00 | 791.67 | 47.50 | 0.00 | 2.38 | |
| GOLBAR | 2362 | 0.00 | 1,385.42 | 83.13 | 0.00 | 4.16 | |
| HIGBAR | 2368 | 0.00 | 395.83 | 23.75 | 0.00 | 1.19 | |
| JINJOH | 2371 | 0.00 | 593.75 | 35.63 | 0.00 | 1.78 | |
| KNOBEN | 2366 | 0.00 | 197.92 | 11.88 | 0.00 | 0.59 | |
| MCDROB | 2365 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MCKBOB | 2363 | 0.00 | 197.92 | 11.88 | 0.00 | 0.59 | |
| NIMELY | 2369 | 0.00 | 395.83 | 23.75 | 0.00 | 1.19 | |
| SAUDAN | 2772 | 0.00 | 395.83 | 23.75 | 0.00 | 1.19 | |
| TABJAM | 2367 | 0.00 | 197.92 | 11.88 | 0.00 | 0.59 | |
| TINBOB | 2370 | 0.00 | 395.83 | 23.75 | 0.00 | 1.19 | |
| WATJAM | 2372 | 0.00 | 395.83 | 23.75 | 55.63 | 1.19 | |

8. If you need to change any of the amounts, click on it to highlight it and retype the new amount, otherwise leave the amounts unchanged.
9. Click Misc Charges tab to display miscellaneous charges for each investor.

| SYNDi LMS: Investor Payments - Sample Financial Company | | | |
|---|-------|----------------|--------|
| Menu Payments Entry Investors Misc.Charges | | | |
| InvestorID | Code | Description | Amount |
| BARBIL | MGMNT | Management Fee | 17.26 |
| BINSEB | MGMNT | Management Fee | 34.48 |
| GOLBAR | MGMNT | Management Fee | 60.34 |
| HIGBAR | MGMNT | Management Fee | 17.24 |
| JINJOH | MGMNT | Management Fee | 25.86 |
| KNOBEN | MGMNT | Management Fee | 8.62 |
| MCKBOB | MGMNT | Management Fee | 8.62 |
| NIMELY | MGMNT | Management Fee | 17.24 |
| SAUDAN | MGMNT | Management Fee | 17.24 |
| TABJAM | MGMNT | Management Fee | 8.62 |
| TINBOB | MGMNT | Management Fee | 17.24 |
| WATJAM | MGMNT | Management Fee | 17.24 |

10. If you need to change any of the amounts, click on it to highlight it and retype the new amount, otherwise leave the amounts unchanged.
11. Click **Add** to add and distribute the payment.
12. To modify an existing record, enter the Reference Number or use **Finder** to select a record. If the payment has already been posted, the following message is displayed:



13. You cannot modify a payment once it has been posted..
14. To delete a payment, click **Delete**. You cannot delete a payment that has already been posted.

13.4. Processing Investor Payments in Block

1. It is suggested that this option be used only while entering investor payments in large numbers. It does not allow partial payments and does not give the user much control. The procedure described in Section 13.3 for entering individual payments provides better control and allows partial payments.
2. Clicking Enter Payments in Block on Menu tab displays the following screen:

SYNDiLM: Investor Payments - Sample Financial C...

Payment Date:

Description:

Bank ID:

Loan ID:

☒ Select All
☐ Select if Borrower paid in full
☐ De-select All

| LoanID | BillingDate | BatchNo | BorrowerOwes | Balance | Process | DateError |
|---------|-------------|---------|--------------|----------|---------|-----------|
| BAN2365 | 2/28/2011 | 143 | 0.00 | 1,684.28 | Yes | |
| BAN2365 | 3/31/2011 | 144 | 0.00 | 1,697.28 | Yes | |
| BAN2365 | 4/30/2011 | 147 | 0.00 | 2,234.35 | | Yes |
| BAN2365 | 5/31/2011 | 156 | 0.00 | 3,198.21 | | Yes |
| BAN2365 | 6/30/2011 | 157 | 0.00 | 5,250.30 | | Yes |
| CIR2251 | 3/31/2011 | 144 | 708.33 | 668.31 | Yes | |
| CIR2251 | 4/30/2011 | 147 | 708.33 | 668.31 | | Yes |
| CIR2251 | 5/31/2011 | 156 | 708.33 | 668.31 | | Yes |
| CIR2251 | 6/30/2011 | 157 | 708.33 | 668.31 | | Yes |
| COR5516 | 5/31/2011 | 156 | 2,368.49 | 2,320.70 | | Yes |
| COR5516 | 6/30/2011 | 157 | 2,789.58 | 2,733.68 | | Yes |
| DAMPLA | 2/28/2011 | 143 | 5,843.75 | 5,313.08 | Yes | |
| DAMPLA | 3/31/2011 | 144 | 5,843.75 | 5,313.08 | Yes | |
| DAMPLA | 4/30/2011 | 147 | 5,843.75 | 5,313.08 | | Yes |

Total # of Loans: Total Payment:

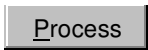
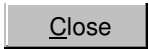
3. The fields shown on the screen are described below:

Payment Date Enter the date on which the payments to investors have been distributed.

All billed transactions are displayed in a grid in the sequence of billing date and loan ID. The investor payments must be processed only if borrower receipts have been processed and posted and the bank has advised that the borrower check has been cleared.

If you need to process a payment, double-click in the Process column on the desired row a Yes entry will appear in the cell. If you double-click it again, the Yes entry will disappear and

the transaction will not be processed.

| | |
|--|---|
| Description | Displays the default description defined in Company Profile. Change it if necessary. |
| Bank ID | Enter the Bank ID of the bank from which funds will be withdrawn. This field is optional unless SYNDi is integrated with an accounting package. |
| Loan ID | You may specify a Loan iD if you wish to process payments only for a certain loan. |
| Select All | Flags all loans for processing. |
| Select if Borrower has paid | Flags only those loans for which Borrower Receipts have been processed. |
| De-select All | Removes processing flag from all loans. |
|  | Processes all flagged records |
|  | Click to close the screen. |

4. If you need to process most of the transactions in the grid, choose Select All and then unflag the records to be excluded. On the other hand if you need to process only some of the transactions in the grid, choose De-select All and then flag the records to be processed.
5. If the Payment Date is prior to the billing date of any of the transactions in the grid, they cannot be processed. Even if you double-click in the Process column the entry is not changed to Yes. You can view such transactions by scrolling the grid to the left to expose the Date Error column.
6. When all desired transactions have been selected, click **Process** to generate investor payments. Print unposted payments to review them and then post them.

13.5. Bank Account Verification

1. SYNDi Loan Manager can be integrated with SYNDi EFT System to deposit monthly payments to investors' accounts through Electronic Funds Transfer. Several security features have been incorporated into SYNDi to ensure that payments are not deposited in unauthorized accounts.
2. Clicking Bank Account Verification on Menu tab displays the following screen:

SYNDi LMS: Bank Account Verification - Sample Financial C...

User ID: JACKIE

| Verified | InvestorID | LoanID | InvNum | EnteredBy | BankID | AccountNo | Name |
|----------|------------|---------|--------|-----------|------------|-----------|-----------|
| | ARMTEd | | 0 | BOB | 0400-02010 | 21076512 | Ted Arm |
| ▶ Locked | BARBIL | | 0 | JACKIE | 0260-01082 | 2176124 | Bill Baro |
| | BARBIL | BIR1160 | 2373 | BOB | 0260-01082 | 2287610 | Bill Baro |
| | BARBIL | GOM556 | 2710 | BOB | 0260-01082 | 2287610 | Bill Baro |
| | BARBIL | MAP2287 | 2211 | BOB | 0260-01082 | 2287610 | Bill Baro |

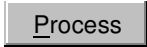

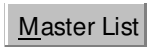

Process Print Master List Close

3. Security Measures

1. All passwords must be protected.
 2. Only one person (and a backup) should have access to ADMIN account.
 3. No user other than ADMIN should be authorized to set up users (User Right 8).
 4. At least two users must be allowed to verify bank accounts (User Right 30)
 5. If a loan contains one or more unverified bank account numbers, it will be excluded from billing.
4. When a new investor is set up the Bank Account is flagged as unverified. It is important that the account be verified before any loan receipt is entered otherwise all receipts will have to be verified. In the screenshot displayed above ARMTEd is a new investor and

no loans have been set up yet. All records displayed with Investment Number 0 come from Investor Record while the ones with non-zero investment numbers come from Loan Receipts. The second record appears because the account number for BARBIL was changed. As a result the associated Loan Receipts are also flagged to be verified.

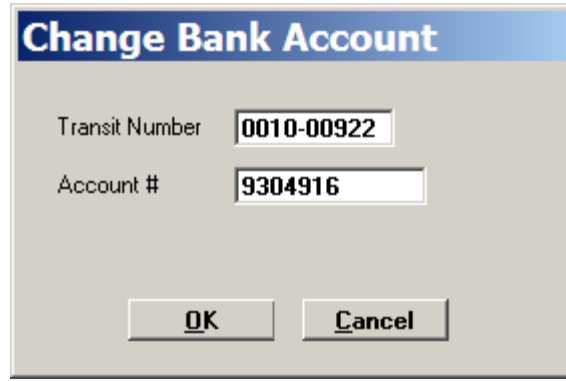
5. When a new Investor Receipt is entered the Bank ID and Account Number are flagged to be verified if different from banking information in the investor record.. Similarly when an Investor Transfer is performed the account number of the new investor has to be verified. Finally in case of Loan Adjustment to advance additional funds to the borrower, the bank accounts of investors contributing to the additional advance must be verified.
6. If the bank account of an investor has been entered by ADMIN, it need not be verified.
7. If the bank account is entered or modified by a user authorized to verify bank account information it must be verified by someone else.
8. The fields shown on the screen are described below:

| | |
|---|--|
| User ID | Displays the user currently logged in.. |
| List of Bank Accounts | Displays Loan ID, Investor ID, Bank ID and Bank Account Numbers. |
|  | Processes all verified records and changes to bank accounts. |
|  | Displays a report containing list of bank accounts. |
|  | Print a report showing Bank ID and Account Numbers in Investors Table. |
|  | Click to close the screen. |

9. If a bank account was entered by the user currently logged in, the entry under Verified column shows Locked, which means that it can be verified only by another user which is authorized to perform Bank Account Verification.
10. If the bank account number is correct, double-click in the Verified column. The entry in the column now shows “Yes” which means

that the account number has now been verified.

11. If the account number needs to be changed, double-click in any column other than Verified. The following screen is displayed:

A screenshot of a 'Change Bank Account' dialog box. The dialog has a blue title bar with the text 'Change Bank Account'. Inside, there are two text input fields. The first is labeled 'Transit Number' and contains the value '0010-00922'. The second is labeled 'Account #' and contains the value '9304916'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Change Transit Number and / or Account Number and click **OK** to close the screen. The entry in EnteredBy column now displays the current user and the Verified column shows that the record is Blocked.

12. Click **Close** to close the Bank Verification screen.

Chapter 14

Generating Checks

14.1. Introduction


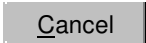
1. Once a payment has been posted you may print a check for an investor or a borrower. You can also print checks to financial institutions holding RRSP accounts and to tax agencies collecting Property Taxes. However, before you do that it is important that you set up a bank. Refer to Section 4.2 for the procedure to set up a bank. Make sure that you enter the account number and the Next Check Number. The program increments the next check number by 1 every time a check is printed. However, if you write any checks manually it does not keep track of the next check number. For this reason it is suggested that you reset the Next Check Number in the bank record just before a check run. You may set up multiple bank accounts if necessary.
2. Click Generate Checks on Periodic Processing screen to display the following screen.

SYNDi LMS: Generate Checks - Sample Financial Company

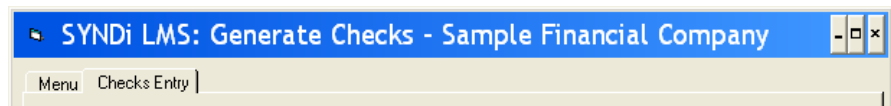
| | |
|-------------------|--|
| Bank ID | 0260-01082 |
| Description | Bank of Montreal - Granville Branch |
| Account Number | 2071-2736-25 |
| Next Check Number | 2187 |
| Payee Type | <input checked="" type="radio"/> Investors <input type="radio"/> Borrowers <input type="radio"/> RRSP Accounts <input type="radio"/> Tax Agencies |

OK Cancel

3. The fields shown on the screen are described below:

| | |
|---|---|
| Bank ID | <p>If a Bank ID has been set up in Company Profile (Section 4.3) it is displayed here but it can be changed. If there are unposted checks waiting to be posted / printed, the Bank ID cannot be changed.</p> <p>Assuming that there are no unposted checks in the database and that no bank has been defined in Company Profile, the Bank ID is blank. However, if there are any unposted checks waiting to be posted the Bank ID is already filled. All unposted checks form a batch of checks and must belong to the same bank. You cannot change the Bank ID until you have posted all checks.</p> <p>Enter Bank ID if necessary or select it using Finder. The program displays the Next Check Number. If you have written manual checks and the Next Check Number is not correct, close the screen and go to Bank Setup to reset the Next Check Number.</p> |
| Description | Displays the name of the bank. |
| Account Number | Displays the account number set in Banks table or the Company Profile. It can be changed if necessary. |
| Next Check Number | Displays the next check number set for the bank in Banks Table. |
| Payee Type | You may generate checks for investors, borrowers, financial institutions holding RRSP accounts for individual investors, and to tax agencies to remit property taxes collected from borrowers. |
|  | Click to proceed further. |
|  | Click to close the screen and return to Periodic Processing screen. |

- Clicking OK in the above screen displays the following menu containing the tabs described below:



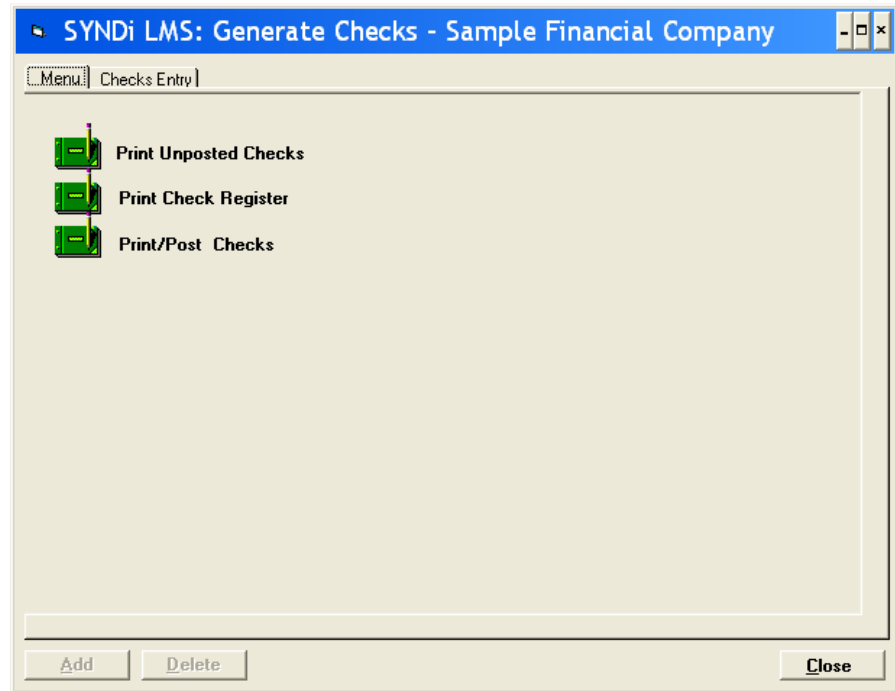
Menu Print various listings, print and post checks.

Checks Entry Enter payments individually.

5. You may access various tabs by clicking on the tab header.

14.2. Menu Tab

3. The tab is displayed as follows:



4. The functions shown on the screen are described below:

Print Unposted Checks

Generates a report displaying all unposted checks.

Print Check Register

Prints Check Register for a specified bank in a given range of check numbers and check dates.

Print/Post Checks

Assigns check numbers, posts checks and prints them.

14.3. Checks Entry Tab

1. Enter the Check Date if different from the date displayed on the screen..
2. If a check has already been written manually and you are entering it here just to record it, click Manual Check and enter the Check Number. If Manual Check is not clicked it still show the check number as 0 and will be assigned at the time of posting the check.
3. You may use this routine to write checks for borrowers, investors, trust companies holding RSP accounts for investors and also to tax agencies to remit property tax collected from borrowers. The Payee Type should be selected accordingly.

SYNDi LMS: Generate Checks - Sample Financial Company

Menu | Checks Entry

Record No: * NEW * Bank ID: 0260-01082

Payee Type: Investor Next Check #: 2187

Payee ID: BARBIL Manual Check: ☐

Name: Bill Baroodwala Check Number: 0

Address: 1160 Birchmount Road Check Date: 12/20/2007

Scarborough Ontario M1P 2B8 Check Amount: 0.00

Status: Unposted

| Action | RefNo | SubRefNo | TransDate | LoanID | PaidToName | Amount | Description |
|--------|-------|----------|------------|---------|-----------------|--------|-------------|
| ► No | 8407 | 8824 | 12/18/2007 | BIR1160 | Bill Baroodwala | 486.30 | Payment t |
| No | 8427 | 8925 | 12/18/2007 | GOM556 | Bill Baroodwala | 388.38 | Payment t |
| No | 8428 | 8944 | 12/18/2007 | MAP2287 | Bill Baroodwala | 353.38 | Payment t |

Add Delete Close

4. Enter Payee ID (which will be Borrower ID, Investor ID, Bank ID for RSP accounts or government tax agency to which property tax is being remitted depending on the Payee Type. Alternatively select it using **Finder**. The following screen is displayed.
5. Change the Name and Address if necessary.
6. The table shows all posted payments for which no checks were generated. Choose the records that are being included in the check by double-clicking under the Action column to change No to Yes.

7. The Description field in the table shows the default description set in Company Profile. You may change the description for individual records by clicking inside the table and retyping the new description.
8. Click **Add** to write the check record. Notice that the Record Number on top of the screen changes from * NEW *. You may access the check record later for deletion or modification by using the Record Number.
9. After all checks have been entered, click on Menu tab, print unposted checks and delete or change any records if necessary. Then mount check forms on the printer and make sure that the Next Check Number in the Bank record is identical to the first check on the printer. Print checks and then print the Check Register as necessary.
10. All checks printed in a check run (with the exception of manual checks) are saved in a Microsoft Word file Check Run – Bank xxxx-yyyyyy Starting Check nnnn.doc (xxxx-yyyyyy is the Bank ID and nnnn is the starting check number) in \SYNDi\Documents folder and can be reprinted any time. The next page shows a typical check produced by The program.

One Thousand One Hundred Fifty-Three Dollars and Forty-One Cents

Sitara Gustov
 1160 Birchmount Road
 Scarborough Ontario M1P 2B8

2007-01-31 **1,153.41**
 YYYY-MM-DD

| Payee ID | Paid To | Check Date | Check Number | Check Amount |
|----------|---------------|------------|--------------|--------------|
| GUSSIT | Sitara Gustov | 07/12/2007 | 2182 | 1,153.41 |

| Reference | Loan ID | Description | Amount |
|-----------|----------|---------------------|--------|
| 8387-8694 | DAMPLA | Payment to Investor | 496.94 |
| 8388-8710 | DOR1872 | Payment to Investor | 108.90 |
| 8393-8793 | PARK2781 | Payment to Investor | 547.57 |

| Payee ID | Paid To | Check Date | Check Number | Check Amount |
|----------|---------------|------------|--------------|--------------|
| GUSSIT | Sitara Gustov | 07/12/2007 | 2182 | 1,153.41 |

| Reference | Loan ID | Description | Amount |
|-----------|----------|---------------------|--------|
| 8387-8694 | DAMPLA | Payment to Investor | 496.94 |
| 8388-8710 | DOR1872 | Payment to Investor | 108.90 |
| 8393-8793 | PARK2781 | Payment to Investor | 547.57 |

Sample Check

Chapter 15

Periodic Processing

15.1. Delete Old G/L Entries

- 1 Journal entries are generated as various transactions are entered as shown in Company Profile Setup (section 4.3). These entries should be printed and posted into General Ledger before they are deleted at the end of each month as shown in this section.
- 1 Click Delete Old G/L Entries on Periodic Processing Menu to display the following screen:

SYNDi LMS: Delete G/L Entries - Sample Financial Company

Make sure that you have printed all G/L entries that you are going to delete. This function will delete all G/L entries up to the cut-off date given below. If this date is not acceptable,

Cut-off Date: 01/31/2010

Process Close

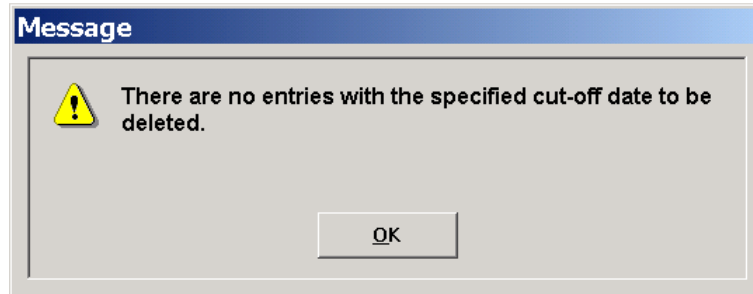
- 1 The fields shown on the screen are described below:

| | |
|--|---|
| Cut-off Date | Displays the last date of the previous month. You may change this date if necessary. The system deletes all G/L entries up to and including the cut-off date. |
| <div style="border: 1px solid black; padding: 2px; display: inline-block;">Process</div> | Click to delete G/L entries with transaction date up to and including cut-off date. |

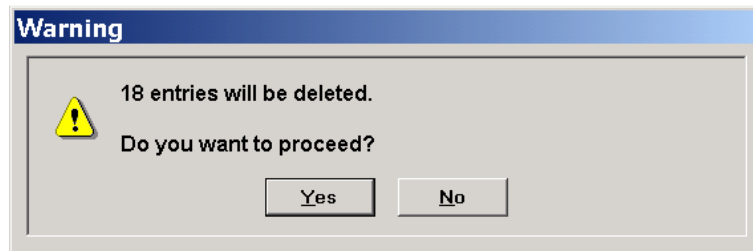


Click to close the screen.

4. If no entries are found with transaction date up to cut-off date, the following message is displayed:



5. If one or more entries are found with transaction date up to cut-off date, a message similar to the following screen is displayed:



6. Click **Yes** to delete the entries.

15.2. Cancel Latest Billing

1. One or more latest billing runs can be cancelled for a particular loan provided no borrower receipt has been entered.
2. Click Cancel Latest Billing on Periodic Processing Menu to display the following screen:

SYNDiLM: Cancel Latest Billing - Sample Financial ...

Loan ID:

Record Number: Billing Date:

Cancel Date:

Click a record to cancel.

| Record | Type | BillingDate | Principal | Interest | Adjustments | Total | Balance |
|--------|------|-------------|-----------|----------|-------------|--------|---------|
| 9975 | B | 4/30/2012 | 115.76 | 759.14 | 0.00 | 874.90 | 115.76 |
| 9974 | B | 3/31/2012 | 114.95 | 759.95 | 0.00 | 874.90 | 874.90 |
| 9797 | B | 2/29/2012 | 130.16 | 742.00 | 0.00 | 872.16 | 0.00 |
| 9977 | A | 2/17/2012 | 500.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 9746 | B | 1/31/2012 | 116.42 | 678.94 | 0.00 | 795.36 | 0.00 |
| 9708 | B | 12/31/2011 | 115.62 | 679.74 | 0.00 | 795.36 | 0.00 |
| 9670 | B | 11/30/2011 | 114.82 | 680.54 | 0.00 | 795.36 | 0.00 |
| 9632 | B | 10/31/2011 | 114.03 | 681.33 | 0.00 | 795.36 | 0.00 |
| 9594 | B | 9/30/2011 | 113.24 | 682.12 | 0.00 | 795.36 | 0.00 |
| 9561 | B | 8/31/2011 | 112.45 | 682.91 | 0.00 | 795.36 | 0.00 |
| 9518 | B | 7/31/2011 | 111.68 | 683.68 | 0.00 | 795.36 | 0.00 |
| 9481 | B | 6/30/2011 | 110.90 | 684.46 | 0.00 | 795.36 | 0.00 |
| 9454 | B | 5/31/2011 | 110.14 | 685.22 | 0.00 | 795.36 | 0.00 |
| 9434 | B | 4/30/2011 | 109.38 | 685.98 | 0.00 | 795.36 | 0.00 |
| 9416 | B | 3/31/2011 | 108.62 | 686.74 | 0.00 | 795.36 | 0.00 |

3. The fields shown on the screen are described below:

Loan ID

Enter the Loan ID, maximum 16 alphanumeric characters; user defined. Hit <Tab> to display all billing records in the descending order of billing dates.



Finder is used to display a list of all loan records in the Billing Data table.

Record Number

Displays the Record Number of the selected record.

Cancel Date

Displays the effective date on which the latest billing will be cancelled. The date must be between the billing date and the current date. When a record is selected the cancel date is same as the billing date, but you may change it if you want the cancellation to be effective

another fiscal period.

Billing Date

Displays the date for which the billing will be cancelled.

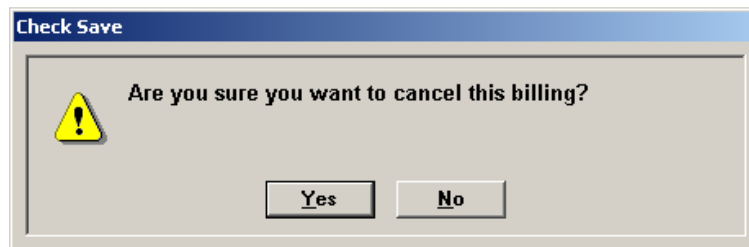
Process

Click to cancel the billing.

Close

Click to close the screen.

4. The Type in the grid is B for regular billing and A for a Loan Adjustment or an Overpayment.
5. You cannot cancel a billing to which you have already applied a Borrower Receipt totally or partially. Thus the Balance should be same as the Total amount billed. If the Borrower Receipt applied to a Billing has been reversed, you will be able to cancel the billing.
6. You can reverse only the latest billing of Type B. However, any billing of Type A can be reversed.
7. If you have reversed an old billing to Type A, be aware that the interest in subsequent Regular billings was calculated on the basis of principal balance which included the cancelled billing. This might give rise to inaccuracies and you may have to edit the next Regular billing to correct the amount if necessary.
7. If no error has been found, click Process and the following message is displayed:

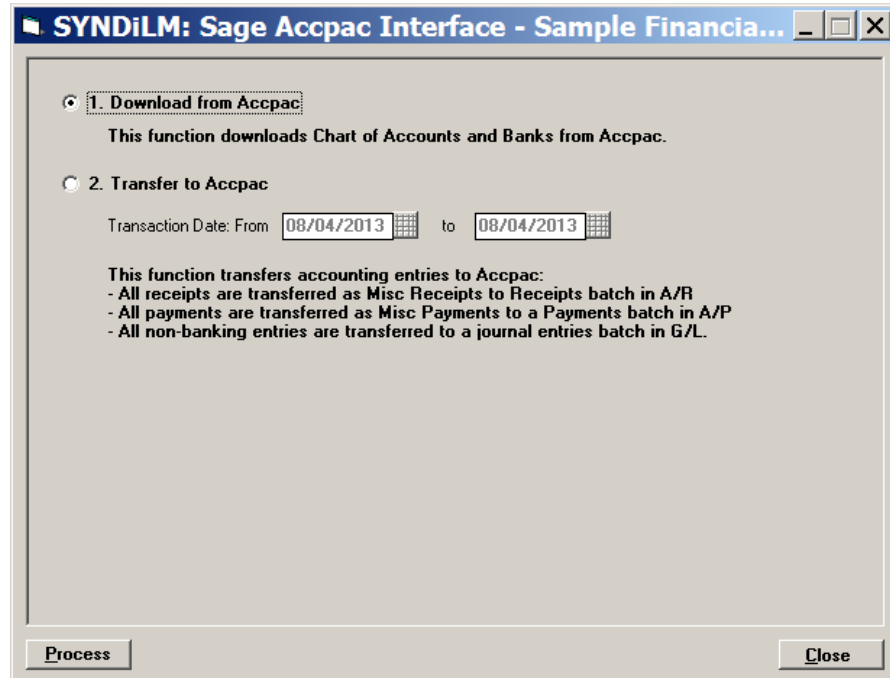


8. Click **Yes** to cancel the billing.
9. Canceling billing deletes records from Billing Data and Transactions tables and generates reversing G/L entries with Cancel Date as the Transaction Date. It also subtracts principal billed and interest billed from the borrower and investor records and reverses miscellaneous charges, fee, withheld tax and sales taxes if any. If you have cancelled Regular billing, it also backs the Next Billing Date so that you can run that billing again.

15.3. Accounting Interface

Accpac Interface

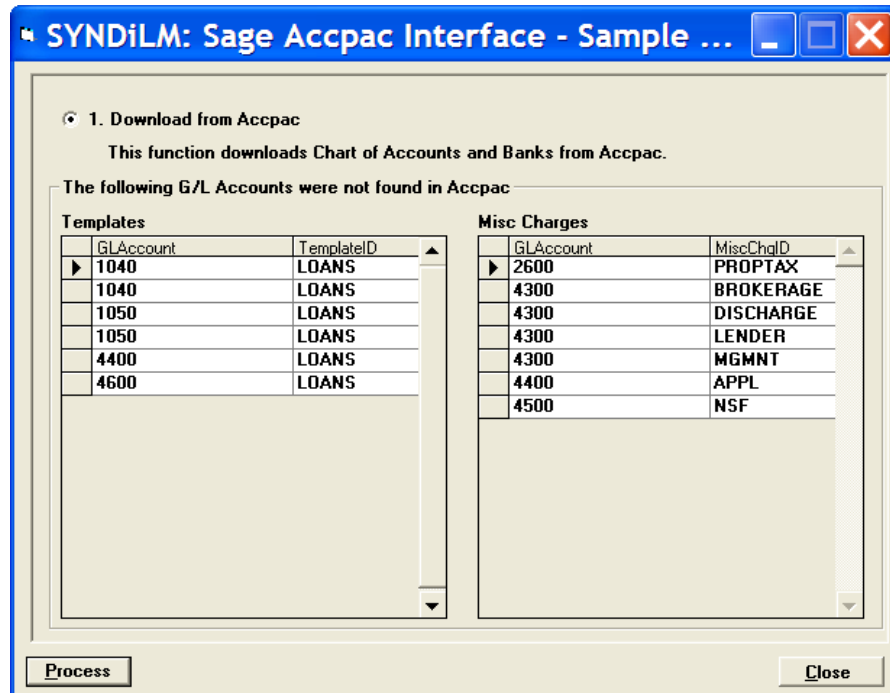
1. This screen is used to perform two functions: (a). Downloading Chart of Accounts and Banks from Accpac into SYNDi, (b). Transferring entries to Accpac A/R, A/P and G/L.



(a). Download from Accpac

2. Click the first choice and then click Process to download Chart of Accounts and Banks from Accpac into SYNDi. It should be performed as soon as SYNDi is integrated with Accpac as shown in Section 4.3 (Integration Tab) or when a new G/L account is set up or a new bank is defined in the accounting package. This process deletes existing data from Accounts and Banks tables and copies new data into the tables.
3. This function deletes existing accounts and banks from SYNDi and copies new information into the tables.
4. If any existing templates or Miscellaneous Charge Codes use G/L accounts that do not exist in Accpac they are displayed as shown below. This situation may arise if you have been using SYNDi as a standalone system and integrate it with an accounting package later.

5. If this situation is encountered the non-existent accounts should be defined in Accpac and this step be rerun until no more missing accounts are found.

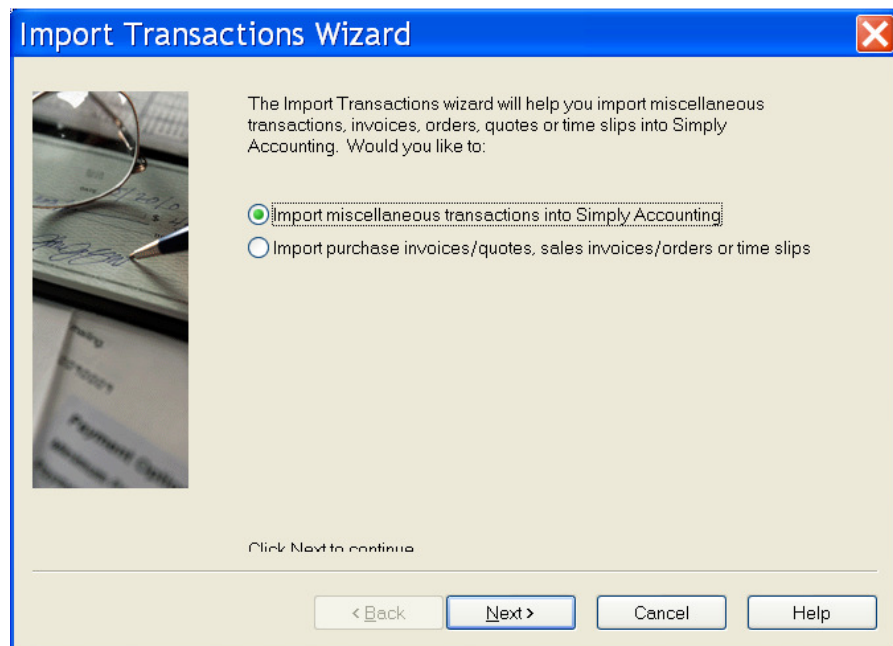


(b). Transfer to Accpac

6. SYNDi creates batches in Receipt batches in A/R, Payment batches in A/P and Journal entries batches in G/L modules of Accpac..
7. Click Process to start transfer. If one or more G/L accounts are not found in the Chart of Accounts in the accounting system or if any of the entries are out of balance, an error message is displayed and the transfer is cancelled otherwise The program displays the number of entries transferred and sets the Transferred flag so that there is no danger of them being transferred again.

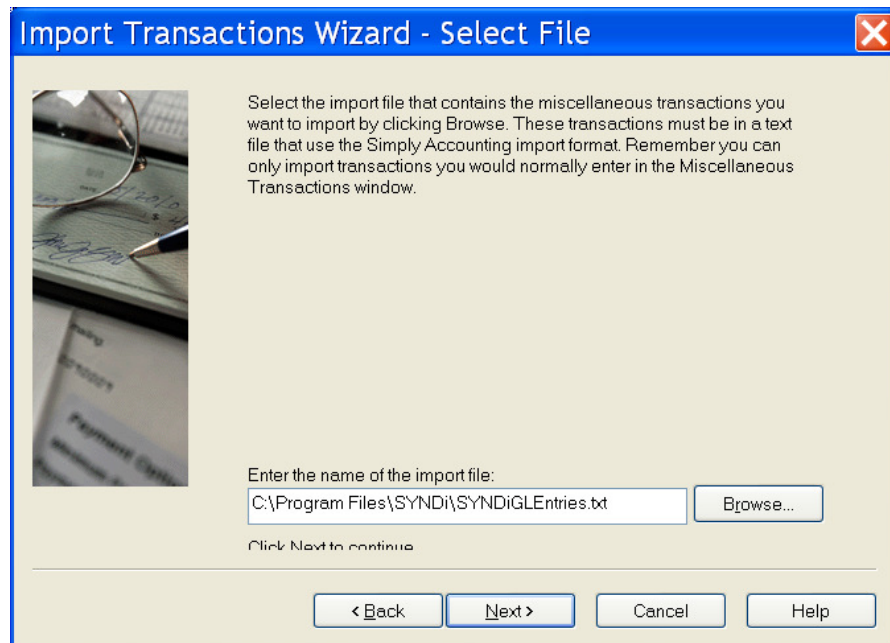
Simply Accounting Interface

8. If SYNDi Loan Manager is interfaced with Sage Simply Accounting, make sure that the program and any other programs accessing Simply Accounting are closed. Then open Simply Accounting in **single-user mode**.
9. Click File > Import/Export > Import Transactions. The following wizard is displayed:
10. Choose import miscellaneous transactions into Simply Accounting and click Next. The wizard prompts you to perform a backup. Click Backup and follow the instructions and then Next.
11. The wizard now prompts you to select a file to be imported into Simply Accounting. Navigate through the wizard to point to



SYNDiGLEntries.txt in the Database Location. The following screen is displayed:

12. Click Next to start importing the data. When the import is completed, Simply Accounting displays import summary. Click Finish to complete the import action.
13. Follow the instructions in Simply Accounting for further processing.



14. If you are satisfied with the import, delete or rename the input file SYNDiGLEntries.txt.

QuickBooks Interface

15. If SYNDi Loan Manager is interfaced with QuickBooks, there is no need to import the entries since SYNDi writes them directly into QuickBooks. Just make sure that the company to which you want to transfer the journal entries is open in QuickBooks.

15.4. Purge Old Data

1. Once a loan is paid-out it still stays on the database along with all related records. Eventually the database is cluttered with records that are not required anymore. This will increase the storage requirements as well as deteriorate the performance of the program. If this issue becomes your concern, you may purge old records from time to time (once a year or more frequently depending on the transaction volume.)
2. Click Purge Old Data on Periodic Processing Menu to display the following screen:

| LoanID | Description | StartDate | MaturityDate | Principal | Process |
|----------|--------------------------|------------|--------------|--------------|---------|
| AVE1077 | 1077 Avenue Street Plaza | 09/28/2004 | 09/27/2008 | 100,000.00 | Yes |
| BAN2365 | 2365 Banglore Ave | 06/14/2005 | 06/13/2007 | 1,050,000.00 | Yes |
| BIR1160 | 1160 Birchmount Road | 06/10/2004 | 06/09/2007 | 725,000.00 | |
| CIR2251 | 2251 Circle Square | 01/01/2007 | 12/31/2007 | 100,000.00 | Yes |
| DAMPLA | Damascus Plaza | 04/11/2005 | 04/10/2007 | 800,000.00 | |
| DOR1872 | 1872 Dorian Blvd | 10/10/2004 | 10/09/2007 | 1,400,000.00 | Yes |
| DOU2451 | 2451 Doubay Road | 05/31/2005 | 05/30/2007 | 2,000,000.00 | Yes |
| FAN265 | 265 Fancer Cr | 06/10/2004 | 06/08/2007 | 500,000.00 | Yes |
| GOM556 | 556 Gomar Court | 02/28/2005 | 02/27/2009 | 1,000,000.00 | |
| MAP2287 | 2287 Maple Ave | 05/09/2004 | 05/08/2007 | 875,000.00 | Yes |
| MIDKEN | Midland-Kennedy Plaza | 09/01/2006 | 08/31/2007 | 1,250,000.00 | Yes |
| PARK2781 | 2781 Park Road | 08/31/2004 | 08/30/2008 | 350,000.00 | Yes |
| WARPLAZ | Warsak Plaza | 06/15/2004 | 06/14/2008 | 1,000,000.00 | Yes |

Total Records: 13 Total Selected: 10

Process **Close**


3. The fields shown on the screen are described below:

Loans Select whether you want to purge loans that
Borrowers have been paid out, or borrowers or investors
Investors that are not linked to any loan.

Maturity Date Cut-off Displays the date one year older than the current date. You may change it if necessary. The program selects all paid-out loans with maturity date up to the specified date. The Maturity Date Cut-off is displayed only if you have selected to purge loans.

Select All When you click Select All, every record
Deselect All displayed in the table is marked for purge. It is

indicated by the Process column displaying “Yes”. When you click Deselect All, every record displayed in the table which is marked for purge gets unmarked. If you want to purge most of the loans displayed on the screen, click Select All and then unmark the loans that you want to exclude by clicking on “Yes” to select it and double-clicking it.

A rectangular button with a light gray background and a thin black border. The text "Process" is centered in a black, sans-serif font.

Click to perform the purge.

A rectangular button with a light gray background and a thin black border. The text "Close" is centered in a black, sans-serif font.

Click to close the screen.

4. It is suggested that you purge loans first followed by borrowers and then investors so that the borrowers and investors connected to the purged loans will also get purged provided they are not connected to other loans.

15.5. Prepare T5 Slips

1. This module prepares T5 slips for filing tax with Canada Revenue Agency (CRA) on an individual or corporation's investment income. These T5 slips are prepared based on 'paid interest' or 'earned interest' for a specific year.
2. The program has the option to process, print and upload (to CRA) T5 slips for either all or selected investors from the displayed list. By default none of the investors are selected to be processed but if you need to select all investors from the list, you may click **All** button. If you want to remove any investor, double-click on the value **Yes** under **Apply** column at the investor row, the value will become **No** and that investors' information will not be processed for T5 slip.
3. This module prints hard copies of T5 slips as well as generates XML document that conforms to CRA T5 schema and can be uploaded to CRA through internet link that is provided to us.
4. If errors are encountered during processing of these slips, they are displayed on the screen and steps are provided to correct those errors. When you are done with the corrections, then only you can generate the T5 XML document (for uploading to CRA) and MS Word copies of the T5 slips document (for the Investors as well as CRA).
5. When you click **Prepare T5 Slips** from Periodic Processing menu, the following screen is displayed with 3 tabs will all fields and buttons as described below:

SYNDiLM: Prepare T5 Slips - Sample Financial Com...

Parameters | List | Message

Run Number

Year for which T5 Slips are being generated

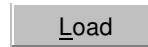
Indicate if you are generating original or amended T5 Returns ☒ Original ☐ Amended

Indicate whether you will report interest earned during the year or the interest actually paid during the year. ☒ Paid ☐ Earned

Are you reporting gross amount or net amount (i.e., interest minus administration fee minus any taxes deducted) ☐ Gross ☒ Net

Load Process Print Upload Confirm Close

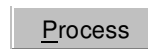
6. The buttons on the screen are described as follows:



When the Load button is clicked, the system checks if there are any transactions from a previous run that do not have Confirmation Number. The system assumes that the run is not complete. Upload the transactions to CRA if necessary, e-mail T5 Slips to investors if not already done, and enter the Confirmation Number received from CRA.

If no pending transactions from a previous run are found, then assuming that you have checked Original on the screen and had processed only some of the investors in earlier runs, the system displays the remaining investors.

If you have checked Amended then only those investors are displayed for whom original T5 Slips were run earlier.



Click this button to start processing the T5 slips. If there are any errors they will be displayed on the screen. Print the Error report and correct errors before running T5's again. Later in this document, details are provided for correcting errors.

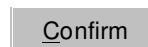
If no errors are found a list of investors with interest amounts is displayed. Details of further processing are described later in this chapter.



Clicking the **Print** button displays the Unposted T5 Summary for selected investors, based on the loaded data.



If you clicked **Process** and no errors were found, SYNDi prepares T5 Slips, saves them in files and generates XML file to be uploaded to CRA's website. Click **Upload** button to access CRA's web page.



Once the data has been uploaded to CRA's website, it returns a Submission Number which should be entered as the Confirmation Number to the database so that SYNDi knows that the T5 run has been completed successfully. Click **Confirm** to enter the Confirmation Number.



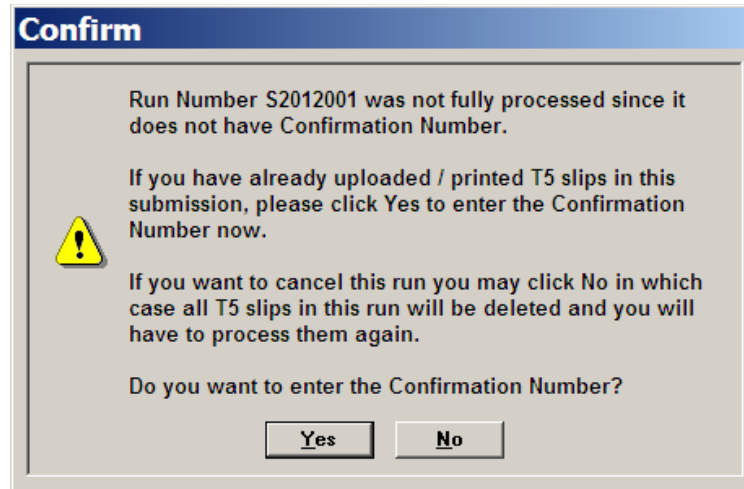
Click this button to exit the T5 slip module.

Parameters Tab

This tab has the following fields:

| | |
|---|---|
| Run Number | This field is used to enter and search for previous T5 Runs. The Run Number is generated by SYNDi when you click Generate button. Any run that does not have the Confirmation Number is considered incomplete. If you generate less than 50 slips and send the copies to CRA instead of uploading the data you should enter 0000000 for Confirmation Number. |
| Year for which T5 Slips are being generated | Enter the year for which T5 slips are to be generated. If you have processed all investors in previous runs and have indicated that you are generating Original T5 Slips, SYNDi returns the message “There is no data for specified year”. |
| Indicate if you are generating Original or Amended T5 Returns | If you are filing the T5 slips for the first time for specific year, you must select the option Original . All investors will be displayed whose original T5 slips have not been generated earlier. If you choose Amended you will get a list of only those investors whose original T5 slips have been run. |
| Indicate whether you are reporting earned interest or interest actually paid during the year. | You must select either Paid or Earned interest option. By default Paid is selected. |
| Are you reporting Gross amount or Net amount (i.e. interest minus any fee minus any taxes deducted) | Select either Gross or Net amount. By default Net amount is selected. |

7. When you click the **Load** button, SYNDi initially checks for any T5



transactions that were processed earlier but not yet finalized (blank confirmation number). If it finds such transactions, you are prompted to upload them or delete them in which case you can reprocess them.

8. If you click **Yes**, then you can upload the XML file if not done so, e-mail T5 slips to investors if necessary and enter the Confirmation Number that you received from CRA when you uploaded the data.
9. If you click **No**, all earlier transactions that were processed will be deleted and you must click **Load** again to load the data.
10. From the list of the displayed investors, you may either process all transactions by clicking **All** and then clicking **Process**, or you may select investors one at a time by double-clicking the **No** value against the investor record under the column **Apply**. Double-clicking under the **Apply** column makes the values **No** to **Yes** and vice versa.
11. The next screen displays investors whose T5 slips have been generated and you have to upload them to CRA or print them.

| InvestorID | Name | Type | EMail | Apply |
|------------|---------------------|------|-----------------------|-------|
| BAHOTT | Bahn, Otto | 1 | info@indussys.com | No |
| CHOJIM | Chong, Jim | 1 | register@indussys.com | No |
| DINBEN | Dingo, Ben | 4 | register@indussys.com | No |
| DREKEN | Ken Drew Associates | 3 | register@indussys.com | No |
| GAMDAV | Gambol, David | 1 | register@indussys.com | No |
| GAMJUL | Gambol, Julie | 1 | register@indussys.com | No |
| PIPPET | Piper, Peter | 1 | register@indussys.com | No |
| WATJAM | Watchman, James | 1 | register@indussys.com | No |

Total Count: 0 Error Count: 0 Total Amount: 0.00

Buttons: Load, Process, Print, Upload, Confirm, Email, Close

12. Clicking the **Upload** button will take you to Canada Revenue Agency website, where you will have to enter certain information and give your XML filename. The details are described later in this chapter.
13. After the T5 data has been uploaded or printed, select the investors whom you are e-maling the slips and click **Email**.

Errors during T5 processing

There may be times, when you have missing or incorrect information in the database. For instance you may have left the province code blank in the investor record. SYNDi looks for critical information that is mandatory for the T5 slip generation. If errors are encountered, it generates list of errors on the screen which you can print.

No further processing is done if errors are found. You should correct all errors before rerunning T5 Slips. Following is the list of errors.

Company-related Errors

- 101 Your Business Account Number in Company Profile must have 15 characters.
- 102 Your Business Account Number in Company Profile is invalid.
- 103 Company Address Line1 cannot be blank.
- 104 Company City cannot be blank.

- 105 Company Province is invalid. It must have two-character abbreviation for your province in capital letters.
- 106 Company Postal Code is invalid. it should have the form N9N 9N9.
- 107 Company Contact Name cannot be blank.
- 108 Company Email address cannot be blank.
- 109 Company Phone Number cannot be blank.

These errors can be corrected by modifying Company Profile.

Investor-related Errors

- 201 Invalid Investment Type; The value must be between 1 and 5
- 202 Corporate investors cannot have Investment Type 1 or 2.
- 203 Individual Investors cannot have Investment Type 3 or 5.
- 204 Invalid Business Number, Social Insurance Number or Trust Account Number.
- 205 The Joint Account holder's First Name or Last Name cannot be blank.
- 206 Invalid Social Insurance Number for joint account.
- 209 Address Line1 cannot be blank.
- 210 City cannot be blank.
- 211 Province/State cannot be blank.
- 212 Province/State is not valid.
- 213 Postal Code cannot be blank.

14. Correcting Company-related Errors:

Go to Company Profile and correct the errors.

15. Correcting Investor-related Errors:

Most of these errors are generated from Investor records. Go to Setup - > Investors and correct the errors.

Investment Type errors come from Investor Receipts and should be corrected by calling individual receipts.

Printing T5 slips

- 16. The pdf files are meant for printing. One file is to be sent directly to CRA (this has T5 slips for all investors. Each page has 3 investors) and the other file is for investors (it has all selected investors and each investor receives 3 copies. Each page has 1 investor). It gives you the option to select which type of file you want to print. If you are sending T5 to CRA, then you may select the latest file whole filename ends in

CRA or if you sending it to individual investors, the filename ends in Investors. The filenames are divided into 3 parts. First part is “T5_S”, second part is the year and the third part is the sequence number. The highest sequence number for an year represents the latest T5 slip for that specific year. These files are saved in the folders as follows:

| <u>DocType</u> | <u>FileName</u> | <u>Folder Path</u> |
|----------------|---------------------------|---|
| Pdf | T5_S2012001_Investors.pdf | Database Location\Documents\T5Slips |
| Pdf | T5_S2012001_CRA.pdf | Database Location\Documents\T5Slips Xml |
| | | T5_2012.xml Database Location\Documents |

17. If you want to print the Investors copy then you must select the latest file for that year (filename must end in **_Investor**) in the folder “C:\SYNDi\Documents\T5Slips”. A sample file selection screen for printing T5 slips is displayed here.
18. If you choose to print T5 for CRA, the snap shot is as follows:
19. When you are done with the printing of the T5 slips for either CRA or investors, you may upload the XML copy of the T5 document to CRA website.
20. A snapshot of the **T5 slip for the Investor** is here:

T5_S2012001_Investors.pdf - Adobe Reader

File Edit View Document Tools Window Help

Canada Revenue Agency / Agence du revenu du Canada

Year: 2012

T5
STATEMENT OF INVESTMENT INCOME
ÉTAT DES REVENUS DE PLACEMENTS

| | | | | | | | |
|--|---|---|---|---|--------------------------------|-------------|-------------------------|
| 24 | Dividends from Canadian corporations - Dividendes de sociétés canadiennes | 25 | Federal credit - Crédit fédéral | 26 | Interest from Canadian sources | 27 | Capital gains dividends |
| Actual amount of eligible dividends | Taxable amount of eligible dividends | Dividend tax credit for eligible dividends | Interest from Canadian sources | Capital gains dividends | 28 | Report Code | 29 |
| Montant réel des dividendes déterminés | Montant imposable des dividendes déterminés | Crédit d'impôt pour dividendes déterminés | Intérêts de source canadienne | Dividendes sur gains en capital | 20024.88 | 123456789 | 1 |
| 10 | Actual amount of dividends other than eligible dividends | 11 | Dividend tax credit for dividends other than eligible dividends | 12 | Report Code | 22 | Recipient type |
| Montant réel des dividendes autres que des dividendes déterminés | Montant imposable des dividendes autres que des dividendes déterminés | Crédit d'impôt pour dividendes autres que des dividendes déterminés | Code du feuillet | Numéro d'identification du bénéficiaire | O | 1 | 1 |
| Other information (see the back) / Autres renseignements (voir au verso) | | Box / Case | | Amount / Montant | | Box / Case | |
| | | | | | | | |

Recipient's name (last name first) and address - Nom, prénom et adresse du bénéficiaire
 → Bahn, Otto
 7481 Woodbine Ave
 Markham ON L3R 2W1

Payer's name and address - Nom et adresse du payeur
 Sample Financial Company
 7481 Woodbine Avenue, Suite 203
 Markham ON L3R 2W1

Currency and identification codes / Codes de devise et d'identification
 27 28 29

Foreign currency / Devises étrangères
 Transit - Succursale
 Recipient account / Numéro de compte du bénéficiaire

For information, see the back. / Pour obtenir des renseignements, lisez le verso.

Privacy Act / Personal Information Bank number CRA PPU 150 and CRA PPU 005 / Loi sur la protection des renseignements personnels, Fichiers de renseignements personnels ARC PPU 150 et ARC PPU 005
 T5 (12)

Canada Revenue Agency / Agence du revenu du Canada

Year: 2012

T5
STATEMENT OF INVESTMENT INCOME
ÉTAT DES REVENUS DE PLACEMENTS

| | | | | | | | |
|--|---|---|---|---|--------------------------------|-------------|-------------------------|
| 24 | Dividends from Canadian corporations - Dividendes de sociétés canadiennes | 25 | Federal credit - Crédit fédéral | 26 | Interest from Canadian sources | 27 | Capital gains dividends |
| Actual amount of eligible dividends | Taxable amount of eligible dividends | Dividend tax credit for eligible dividends | Interest from Canadian sources | Capital gains dividends | 28 | Report Code | 29 |
| Montant réel des dividendes déterminés | Montant imposable des dividendes déterminés | Crédit d'impôt pour dividendes déterminés | Intérêts de source canadienne | Dividendes sur gains en capital | 20024.88 | 123456789 | 1 |
| 10 | Actual amount of dividends other than eligible dividends | 11 | Dividend tax credit for dividends other than eligible dividends | 12 | Report Code | 22 | Recipient type |
| Montant réel des dividendes autres que des dividendes déterminés | Montant imposable des dividendes autres que des dividendes déterminés | Crédit d'impôt pour dividendes autres que des dividendes déterminés | Code du feuillet | Numéro d'identification du bénéficiaire | O | 1 | 1 |
| Other information (see the back) / Autres renseignements (voir au verso) | | Box / Case | | Amount / Montant | | Box / Case | |
| | | | | | | | |

Recipient's name (last name first) and address - Nom, prénom et adresse du bénéficiaire
 → Bahn, Otto
 7481 Woodbine Ave
 Markham ON L3R 2W1

Payer's name and address - Nom et adresse du payeur
 Sample Financial Company
 7481 Woodbine Avenue, Suite 203
 Markham ON L3R 2W1

Currency and identification codes / Codes de devise et d'identification
 27 28 29

Foreign currency / Devises étrangères
 Transit - Succursale
 Recipient account / Numéro de compte du bénéficiaire

For information, see the back. / Pour obtenir des renseignements, lisez le verso.

Privacy Act / Personal Information Bank number CRA PPU 150 and CRA PPU 005 / Loi sur la protection des renseignements personnels, Fichiers de renseignements personnels ARC PPU 150 et ARC PPU 005
 T5 (12)

Canada Revenue Agency / Agence du revenu du Canada

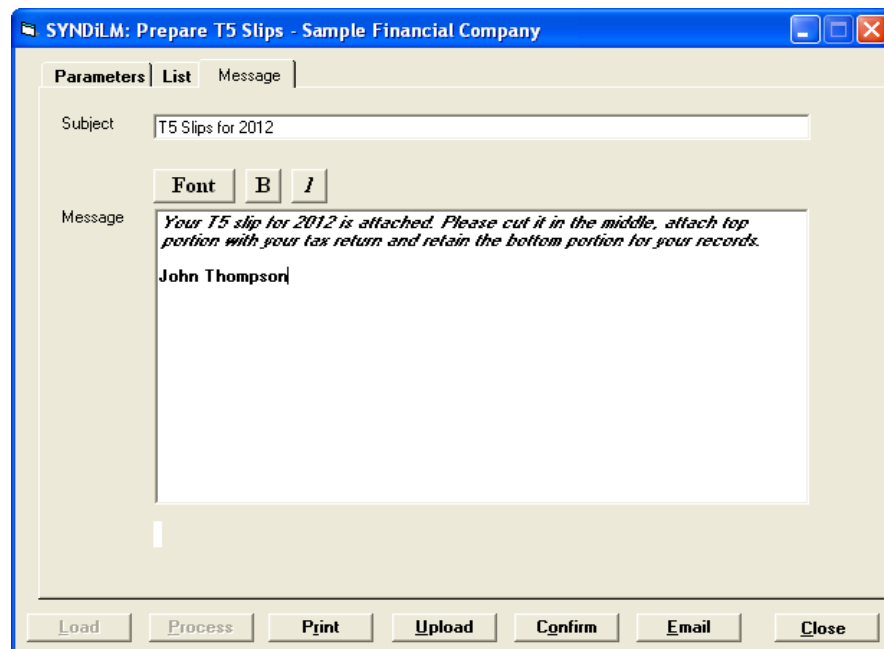
Year: 2012

T5

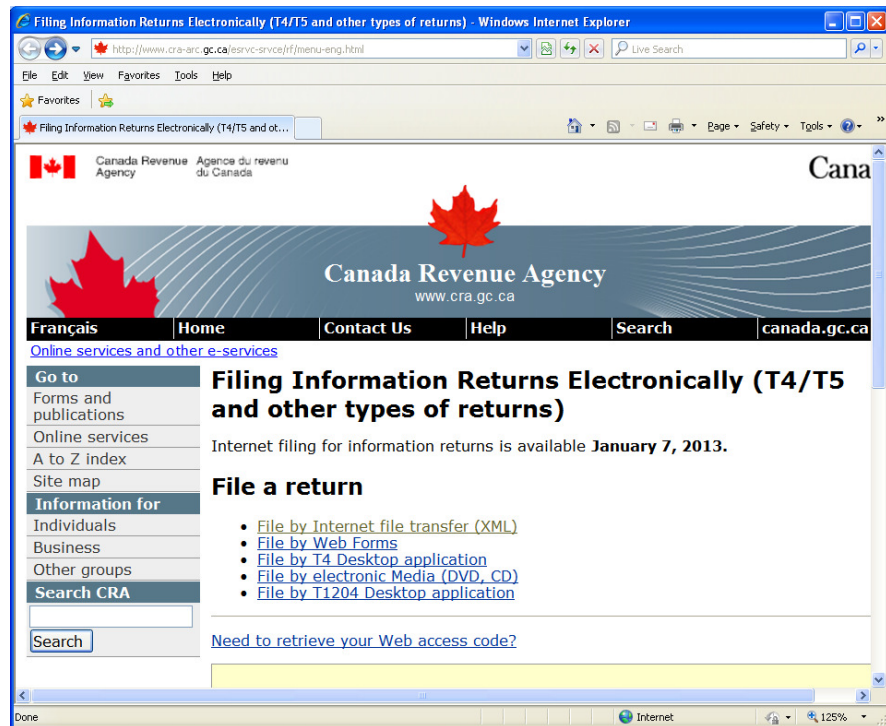
8.50 x 14.00 in

Message Tab

If you want to send Email to the investors with T5 slips as attachments, you may want to write a email subject and an email message. This subject and the message will be same for all your investors and will be stored in the database. In future if you are using this email service again, you will get the same subject and the message. It will be easy for you to make some changes to the existing message and you don't have to enter the full message again. After you done with the subject and message entries, you can go back to the List tab and click email button and all your selected investors will receive their email with their respective T5 slips as attachments.



21. To upload the XML file to CRA system, you must have an internet connection and Internet Explorer on your machine. Once you are sure about the connection, click the Upload button and SYNDi will take you to the website for Canada Revenue Agency. You must follow all the instructions on the website that guides thru the process of uploading your XML file to CRA's system. Once you click the upload button, you will see the internet explorer browser with the following screen:



22. Clicking the link **“File by Internet file transfer (XML)”** on CRA web page, you will jump to another web page **“Internet file transfer (XML)”**. On this page you will click the button with the caption **“Enter Internet file transfer (XML) secure Web site”**.



23. Click the button “**Enter Internet file transfer (XML) secure Web site**”, the next page will be the “**Disclaimer – Internet file transfer**”. Go to the bottom of the page and click “**I Agree**”
24. Once you click “**I Agree**” button, you will go next web page where you will be asked to enter your Account Number and the Web Access Code. The Account Number is the number that was assigned to your company by CRA. The Web Access code is sent to you by CRA every year and it keeps on changing each year. Please enter the 2 numbers and click “**Continue to step two**” button. If these numbers are valid, the website will take you to the next screen, otherwise, it will give you an error “Error: 050 – Authentication failed: Check your Account Number, then try again.”

Internet File Transfer | Authentication - Windows Internet Explorer

https://apps.cra-arc.gc.ca/ebc/le0/upload/prot/accessvaldate.do

File Edit View Favorites Tools Help

Internet File Transfer | Authentication

Canada Revenue Agency Agence du revenu du Canada

Canada

Canada Revenue Agency
www.cra.gc.ca

Français Home Contact Us Help Search canada.gc.ca

Return to Filing Information Returns Electronically Need to retrieve your Web access code?

Internet File Transfer (XML)

To file your electronic information return you must provide the following information:

Step 1: Identification area

Your Account Number: 123456789RZ7946 *

Error: 050 - Authentication failed: Check your Account Number, then try again.

Note: Do not enter dashes or spaces in the Account Number.

AND

Your Web Access code: ***** *

Note: Your Web Access Code contains letters which are identified with an asterisk "*" and must be entered in the same case as they appear on the correspondence you have received.

[Continue to step two](#)

25. Once you enter the correct information, you will be taken to the next page, where it will ask you to upload your T5 XML document. Upload your document and you will receive a Confirmation of Receipt, also called Submission Number. Keep this number in a secure place.

26. Working with Original and Amended T5 Slips

When you process T5 slips for the first time, they are sent to CRA as Originals, but if there is any discrepancy that you find later in the information processed for any investor, you can re-send those specific T5 slips as Amended ones. To do so, you must click the Amended option button and then click the Load button. You will see the list of

all investors with **No** value under **Apply** column. Here, double-click the **No** value under the column **Apply** for the investor whose T5 slip you want to process again. Click **Process** button to repeat the process. The screen snapshot shows that Amended T5 slip will be processed again for InvestorID: CHOJIM.

Once the investors' T5 slips are processed, you will not be able to process the same investors as T5 slip as originals.

Chapter 16

Loan Transfer

16.1. Introduction

0. You may transfer all or a portion of balance from one loan to another. This feature is especially useful in case of Construction Loans where you may set up a loan as the Credit Line with zero or low interest rate and then advanced money from it to another loan as needed. The Borrower ID must be same for both loans.
1. If you are setting up a new loan to which the money will be coming in progressively from another loan (or credit line), you may set it with zero balance.

16.2. Entering Loan Transfers

Transfer Entry Tab

1. Click Loan Transfer on Loan and Properties Menu (Section 4.3) to display the following screen:

2. The fields shown on the screen are described below:

Transfer Number A number assigned by SYNDi to store and access the transfer.



New is used to clear the screen while setting up a new transfer.



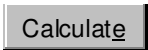

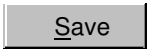

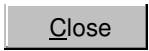
Finder is used to display all transfers in the database.

From Loan ID Enter the Loan ID of the loan from which you are transferring money. You cannot transfer more than the balance in the loan.

BorrowerID Displays the Borrower ID for the loan.

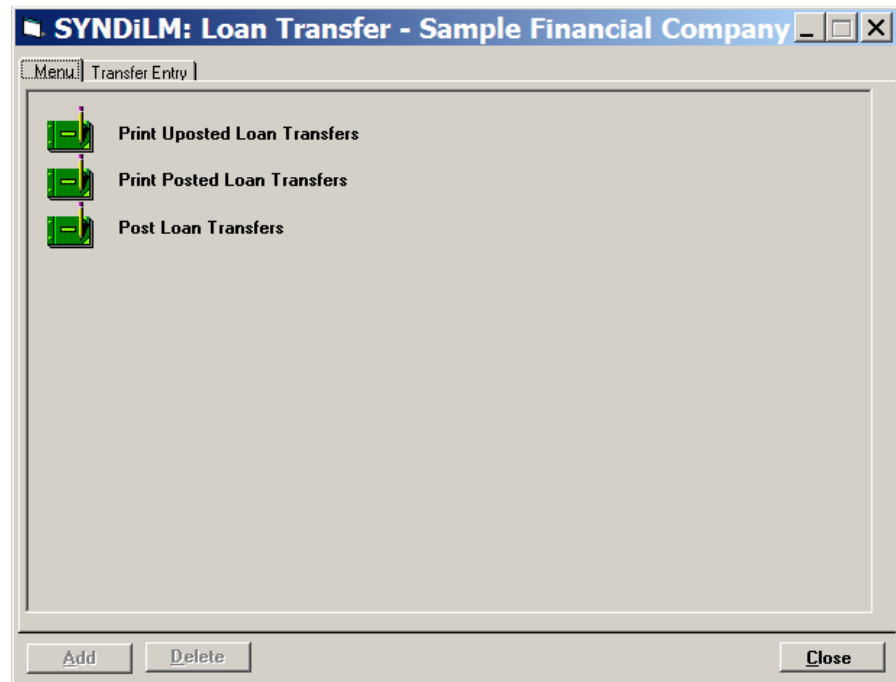
Available Balance Displays the balance in the loan.

To Loan ID Enter the Loan ID of the loan to which you are

| | |
|---|---|
| | transferring money. |
| Date | Enter the date of transfer. |
| Document No | Enter the document, cheque or voucher number. |
| Paid To | Normally the borrower or lawyer name. |
| Description | The default description is Loan Transfer. Change it if necessary. |
| Amount Transferred | Enter the amount transferred. |
| Interest | The program calculates interest on the amount transferred based on the interest rate defined for From Loan and applies it to To Loan. You may change the amount if necessary. |
|  | Click to calculate the interest. |
| Status | Displays whether the Transfer has been posted or not. |
|  | Click to add a new record. |
|  | Click to save an existing record. It is highlighted only when the user changes a field. |
|  | Click to delete an existing record. |
|  | Click to close the screen. |

Menu Tab

3. The Menu Tab is displayed as follows:



4. This Tab is used to print unposted or posted transfers or to post unposted transfers.

Chapter 17

Loan Documents

17.1. Introduction

1. SYNDi can be used to generate loan originating documents in accordance with the Mortgage Brokerages, Lenders and Administrators Act of Ontario, Canada:

- Statement of Mortgage
- Administration Agreement
- Investor Disclosure Statement
- Investor Acknowledgement

Templates can be set up for other jurisdictions.

2. Loan Documents are available only if you are managing Multiple Investors and are generated at the time of originating a loan.
3. Loan Documents are generated as a .xls file if you are using Microsoft Excel 2003 or as a .pdf file if you use Microsoft Excel 2007 or higher. It is necessary to have Microsoft Excel installed on your computer.
4. Loan Documents can also be e-mailed automatically to investors if you are using Microsoft Outlook for your e-mails and the investor has a valid e-mail address specified in the Investors table.

17.2. Setting up Loan Documents

Step 1: Specify Multiple Investors

Make sure that you have specified in Company Profile Setup (Section 4.3) that you maintain Multiple Investors. If not, do it now.

Step 2: Link Properties

In order to generate Loan Documents it is necessary that Loans be linked to Properties. This can be done in Templates Setup (Section 5.2) by checking that Loans are linked to Real Estate Properties.

Step 3: Define Property Types

Please refer to Section 5.4 to set up Property Types. The valid Property Types for Loan Documents to work properly are as follows:

| | |
|---|---------------------------------|
| 1 | Residential |
| 2 | Commercial |
| 3 | Industrial |
| 4 | Land (e.g., Vacant Lot) |
| 5 | Other (e.g., Mobile Home) |
| 6 | Other (e.g., Place of Worship) |
| 7 | Other (e.g., Theatre) |
| 8 | Other (e.g., Heritage Property) |
| 9 | Other (e.g., Golf Course) |

Step 4: Define Ranks

Each Loan must have a Rank that specifies mortgage type. Please refer to Section 5.3 to set up Ranks. The valid Ranks for Loan Documents to work properly are as follows:

| | |
|---|-----------------|
| 1 | First Mortgage |
| 2 | Second Mortgage |
| 3 | Third Mortgage |
| 4 | Other |
| 5 | Other |
| 6 | Other |
| 7 | Other |
| 8 | Other |

Step 5: Set up Other Parties

SYNDi treats all entities other than Borrowers and Investors as Other Parties. Thus Mortgage Agents, Lawyers, Guarantors and Appraisers are Other Parties. See Section 4.12 to learn how to set up Other Parties. Before you set up Other Parties you will need to set up Party Types as shown in Section 4.12. Following are some recommended Party Types:

| | |
|---|-----------|
| A | Agent |
| G | Guarantor |
| L | Lawyer |
| P | Appraiser |

You may define other Party Types as you need.

When you set up an Agent, make sure that you enter his /her License Number in the Remarks field.

Step 6: Set up Agents' Signature Files

SYNDi can embed the Agent's electronic signature on a document. The signature file should be saved as *AgentID.jpg*, *AgentID.png* or *AgentID.gif* in *database location\Templates* folder where *AgentID* is the Party ID used to set up the Agent in Other Parties table. For instance if the Agent ID is SMITH the name of the signature file should be SMITH.png, SMITH.jpg or SMITH.gif.

The recommended size of the image is 100 pixels wide and 50 pixels high. If the image height is not 50 pixels, SYNDi resizes it to 50 pixels and adjusts the width accordingly.

Step 7: Add your Company Logo

If you wish to display your logo or letterhead on some documents, provide it as an image. SYNDi can embed the logo on a document. The company logo file should be saved as *CompanyLogo.jpg*, *CompanyLogo.png* or *CompanyLogo.gif* in *database location\Templates* folder.

The recommended size of the image is 250 pixels wide and 50 pixels high. If the image height is not 50 pixels, SYNDi resizes it to 50 pixels and adjusts the width accordingly.

Step 8: Set up the Loan

Set up the new loan with zero principal to start. The principal will be built as loan advances are applied. Link the loan to a property with valid Property Type. You must also enter the Rank and the Lawyer ID for the loan.

Step 9: Generate Loan Documents

You are now ready to generate Loan Documents for new loans that have not been funded yet. The documents are saved in *database location\Documents\Loans\LoanID* folder as xls or pdf files depending on the version of Microsoft Excel.

Click on Loan Documents in Loan and Properties Maintenance Menu (Section 5.3) and follow the procedures described in the following pages.

17.3. Entering Data

1. Click LoanDocs button on the Loans screen.
2. The Loan Documents screen contains 12 tabs such that each tab contains groups of fields to define the details of Loan Documents.

Tab 1: Loan Documents Menu

3. The tab is displayed as follows:

| Seq | AdvDate | Advanced | Selected |
|-----|-----------|----------|----------|
| 1 | 5/5/2011 | Yes | |
| 2 | 6/30/2011 | Yes | |
| 3 | 1/31/2012 | Yes | |
| 4 | 3/15/2012 | Yes | |
| 5 | 9/21/2012 | | X |

4. The fields shown on the screen are described below:

Loan ID Enter the Loan ID for which you are generating Loan Documents.

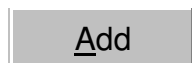


Finder is used to display a list of all records in the Loans table.

Statement of Mortgage Click it to generate Statement of Mortgage.

Investor Documents Click it to generate Investor Disclosure, Investor Acknowledgement and Administration Agreement for each investor in the loan.

Apply Loan Advance Click to apply the first and subsequent loan advances.



Click to add a new record.



Click to save an existing record. It is highlighted only when the user changes a field.

Ddelete

Click to delete an existing record.

Close

Click to close the screen.

Tab 2: General Information

5. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 8 9 10 11 12

General Information COR5516

Contract Number

Agent ID

Mortgage Amount

Closing Date First Payment Date

Term (months) Last Payment Date

Payments per year Maturity Date

Amortization (years)

Compounding

Rate (%)

Rank

Payments

Payment Amount

Agent License No

Lenders

6. The fields shown on the screen are described below:

| | |
|----------------------|---|
| Contract Number | User-defined code to identify the loan. It may or may not be same as Loan ID. |
| Agent ID | The agent is defined in Other Parties. |
| Mortgage Amount | Total amount of mortgage which could be advanced in 1 to 6 installments. |
| Closing Date | Start Date of the loan. |
| Term (months) | Defined in Loans Table. |
| Payments per year | Calculated from Payment Frequency of the loan. |
| Amortization (years) | Amortization Period for blended payments. |
| Compounding | Compounding frequency defined in Loans table. |

| | |
|--------------------|--|
| Rate (%) | Annual rate of interest. |
| Rank | Defined in Loans table. |
| Payments | Specifies whether it is interest-only loan or interest plus principal. |
| Payment Amount | Calculated amount of payment. |
| Agent License No | License Number of mortgage agent specified in the Remarks field of the Agent record. |
| First Payment Date | Calculated from the start date and payment frequency of the loan. |
| Last Payment Date | Normally same as the maturity date. |
| Maturity Date | Calculated from Start Date and the Term. |

Tab 3: Property / Security

7. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 **3** 4 5 6 7 8 9 10 11 12

Property / Security COR5516

Type of property: 1 Residential

Number of Units: 1

Details:

Appraisal Done? ☒ Yes ☐ No

Date of Appraisal: 03/29/2011

Appraiser ID: BOXWOOD Boxwood Property Appraisers Ltd.

Property Value: 1,200,000 If appraisal has been done, please enter Appraised Value otherwise enter Projected Value.

Zoning Appropriate? ☒ Yes ☐ No

Details: Zoning Residential

Annual Taxes: 7,500.00

Arrears: 0.00

Save Delete Close

8. The fields shown on the screen are described below:

| | |
|-------------------|---|
| Type of Property | Property Type specified in the Property record of the loan (1 – Residential, 2 – Commercial, 3 – Industrial, 4 – Land, 5-9 – Other) |
| Number of Units | Number of residential units (apartments, suites etc.) specified in the Property record of the loan. If the property is residential, the number of units should be at least 1. |
| Details | There are two lines of description available for properties other than residential, commercial or industrial. |
| Appraisal Done? | Answer Yes or No. |
| Date of Appraisal | If appraisal has been done, enter the date here. |
| Appraiser ID | If appraisal has been done, identify the appraiser defined in Other Parties. |
| Property Value | If appraisal has been done, enter the appraised |

| | |
|------------------------|---|
| | value, otherwise enter the projected value. |
| Zoning Appropriate? | Enter Yes or No. |
| Details | Describe zoning details whether or not zoning has been done. |
| Annual Taxes | Enter annual tax amount. |
| Arrears | Enter the amount if taxes are in arrears. |

Tab 4: Mortgage Particulars

9. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 **4** 5 6 7 8 9 10 11 12

Mortgage Particulars COR5516

Mortgage ☒ **New** ☐ **Existing** Type ☒ **Regular** ☐ **Collateral** Administered? ☒ **Yes** ☐ **No**

Variable Interest - Explain

Terms and Conditions of Repayment

Mortgage not Renewable Except as follows

Save Delete Close

10. The fields shown on the screen are described below:

| | |
|---|--|
| Mortgage | New or Existing? |
| Type | Regular or Collateral? |
| Administered? | Indicate whether or not the mortgage is administered by you or your agent. |
| Variable interest | Explain if the interest rate is variable (e.g., prime plus). |
| Terms and Conditions of Repayment | Enter details. |
| Mortgage not renewable except as follows. | Describe the conditions under which the mortgage can be renewed. |

Tab 5: Prior Encumbrances

11. The tab is displayed as follows:

12. The fields shown on the screen are described below:

| | |
|--------------------|--|
| Prior Encumbrances | Click Yes if any monies are owed to other parties otherwise click No, |
| Priority A | Indicate the rank (1 st , 2 nd , 3 rd or other). |
| Details | Enter details if the level of Priority A is "Other". |
| Face Amount | Enter the original amount advanced in Priority A encumbrance. |
| Amount Owing | Enter the balance for Priority A encumbrance. |
| In Default? | Enter Yes or No. |
| Name of Mortgagee | Enter the description of the party to whom monies are owed under Priority A. |
| Any Other Party | Enter the description of any other party to whom monies are owed under Priority A. |

| | |
|-------------------|---|
| Priority B | Indicate the rank (1 st , 2 nd , 3 rd or other). If no monies are owed under Priority B, click None. |
| Details | Enter details if the level of Priority B is "Other". |
| Face Amount | Enter the original amount advanced in Priority B encumbrance. |
| Amount Owing | Enter the balance for Priority B encumbrance. |
| In Default? | Enter Yes or No. |
| Name of Mortgagee | Enter the description of the party to whom monies are owed under Priority B. |
| Any Other Party | Enter the description of any other party to whom monies are owed under Priority B. |

Tab 6: Fees Payable By Investors

13. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 **6** 7 8 9 10 11 12

Fees Payable By Investors COR5516

Broker Commission etc. 0.00

Legal Fees 0.00

Administration Fee 5 % May vary from investor to investor.

Other Charges HST - 13%

Save Delete Close

14. The fields shown on the screen are described below:

| | |
|------------------------|---|
| Broker Commission etc. | Enter the amount if applicable. |
| Legal Fees | Enter the amount if applicable. |
| Administration Fee | Percentage of interest deducted from the investor. The value comes from the default set up in Company Profile. The actual percentage may vary from investor to investor as specified in individual loans. |
| Other Charges | Specify if applicable. |

Tab 7: Fees Payable By Borrower

15. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 8 9 10 11 12

Fees Payable By Borrower **COR5516**

| Seq | Description | Amount | Deduct | PaidTo | Purpose |
|-----|----------------------------|----------|--------|--------|------------|
| 1 | Broker Fee | 2,000.00 | Yes | Broker | Brokerage |
| 2 | Co-operating Broker Fee | 0.00 | | | |
| 3 | Administration Fee | 0.00 | | | |
| 4 | Apprximate Legal Fee | 5,000.00 | Yes | Lawyer | Legal Fees |
| 5 | Inspection & Appraisal Fee | 0.00 | | | |
| 6 | Insurance Premium 1 | 0.00 | | | |
| 7 | Insurance Premium 2 | 0.00 | | | |
| 8 | Insurance Premium 3 | 0.00 | | | |
| 9 | Insurance Premium 4 | 0.00 | | | |
| 10 | Tax on CMHC Insurance | 0.00 | | | |
| 11 | Bonus | 0.00 | | | |
| 12 | Finders' Fee | 0.00 | | | |

Save Delete Close

16. A predefined set of 12 types of fees is provided. Fill various rows as necessary and indicate whether it has to be deducted from the amount of loan.

Tab 8: Dates and Commitments

17. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 **8** 9 10 11 12

Dates and Commitments COR5516

Commitment Date 05/05/2012 Mortgage Proposal Date 05/05/2012

Disclosure Statement Date 05/07/2012 Mortgage arranged before 05/05/2012

Advances

| AdvNum | AdvDate | Committed | Subscribed | Available | Applied |
|--------|-----------|-----------|------------|-----------|---------|
| 1 | 5/5/2011 | 350,000 | 350,000 | | 0 Yes |
| 2 | 6/30/2011 | 400,000 | 400,000 | | 0 Yes |
| 3 | 1/31/2012 | 250,000 | 250,000 | | 0 Yes |
| 4 | 3/15/2012 | 500,000 | 500,000 | | 0 Yes |
| 5 | 9/21/2012 | 200,000 | 200,000 | | 0 |
| * | | | | | |

Total

| Mortgage Amount | Committed | Subscribed | Available |
|-----------------|-----------|------------|-----------|
| 1,700,000 | 1,700,000 | 1,700,000 | 0 |

Save Delete Close

18. The fields shown on the screen are described below:

Commitment Date Enter applicable date.

Disclosure Statement Date Enter applicable date.

Mortgage Proposal Date Enter applicable date.

Mortgage arranged before Enter applicable date.

Fund Advance Dates Provision is there to enter dates for installments in which the total mortgage amount will be brought to the level specified on Tab 2. The date for the first installment is always equal to the Closing Date specified on Tab 2 and cannot be changed.

Committed This column contains the amounts committed to the borrower for each installment. The total of all commitments should be equal to the

mortgage amount.

| | |
|------------|---|
| Subscribed | This column displays the total amount subscribed by investors for each installment. Investor subscriptions are entered on Tab 12. |
| Available | This column displays the amount still available to be subscribed for each installment. |

19. In order to enter a new advance, click in the empty date field under the last advance date and enter the date. Just make sure that the mortgage amount on Tab 2 has been increased to accommodate the amount committed for the new advance.

Tab 9: Declaration 1

20. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 8 **9** 10 11 12

Declaration 1 COR5516

Does the broker have any interest in the property?

☐ Yes

Does anyone related to the broker have any interest in the property?

☐ Yes

Is the borrower related to the broker?

☒ Yes The borrower is broker's brother-in-law.

Save Delete Close

21. This screen is used to answer the following questions:

Does the broker have any interest in the property?

Does anyone related to the broker have any interest in the property?

Is the borrower related to the broker?

Tab 10: Declaration 2

22. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 8 9 **10** 11 12

Declaration 2 COR5516

Is the mortgage broker, or any party with other than an arm's length business relationship to the mortgage broker acting as lender for this mortgage loan? If "Yes", describe nature of relationship, and name and address of lender.

☐ Yes

Is the borrower related to an Officer/Partner/director of Brokerage?

☐ Yes

Is the appraiser related to broker?

☐ Yes

Save Delete Close

23. This screen is used to answer the following questions:

Is the broker, or any party with other than an arm's length business relationship to the mortgage broker acting as lender for this mortgage loan? If yes, describe the nature of relationship, and name and address of the lender.

Is the borrower related to an officer/partner/director of brokerage?

Is the appraiser related to the broker?

Tab 11: Declaration 3

24. The tab is displayed as follows:

SYNDiLM: Loan Documents - Sample Financial Co...

1 2 3 4 5 6 7 8 9 10 **11** 12

Declaration 3 COR5516

Will the proceeds be used to refinance/redeem an existing mortgage?

☒ **Yes** A portion of proceeds will redeem the balance in existing loan.

If purchase of existing mortgage, is it currently in default or has it been in default in last 12 months?

☐ **Yes**

Interest/Benefits to broker?

☐ **Yes**

Please sign the document ☐ **Yes** ☒ **No**

Save Delete Close

25. This screen is used to answer the following questions:

Will the proceeds be used to refinance/redeem an existing mortgage?

If purchase of existing mortgage, is it currently in default or has it been in default in last 12 months?

Interest/benefits to the broker?

26. Please sign the documents: Click Yes or No. If you click No, the document displays “DO NOT SIGN” in signature areas, otherwise if a signature file is present (see Section 17.2 Step 6 above) the agent’s signature is displayed in signature areas.

Tab 12: Investor Subscriptions

27. The tab is displayed as follows:

| AdvNum | AdvDate | Available | Subscribed | ChkRec | Fee | Rate | InvType | Applied |
|--------|-----------|-----------|------------|--------|-----|------|---------|---------|
| 1 | 5/5/2011 | 0 | 125,000 | X | 0 | 9.51 | | Yes |
| 2 | 6/30/2011 | 0 | 100,000 | X | 0 | 9.51 | | Yes |
| 3 | 1/31/2012 | 0 | 0 | | 0 | 9.51 | | Yes |
| 4 | 3/15/2012 | 0 | 0 | | 0 | 9.51 | | Yes |
| 5 | 9/21/2012 | 0 | 0 | | 0 | 9.51 | | |

| Group | Name | InvestorID | Amount |
|-------|--------------|------------|---------|
| | David Gambol | GAMDAV | 175,000 |
| | Julie Gambol | GAMJUL | 225,000 |


28. The fields shown on the screen are described below:

Investor ID Enter the Investor ID for whom the subscription is being entered. In order to view a list of investors participating in the loan, click the corresponding **Finder** button.

Table of Advances The table displays Advance Number, Advance Date, Available Amount, subscribed Amount, Check Receivabed indicator, Fess, Interest Rate, Investment Number and Applied indicator.

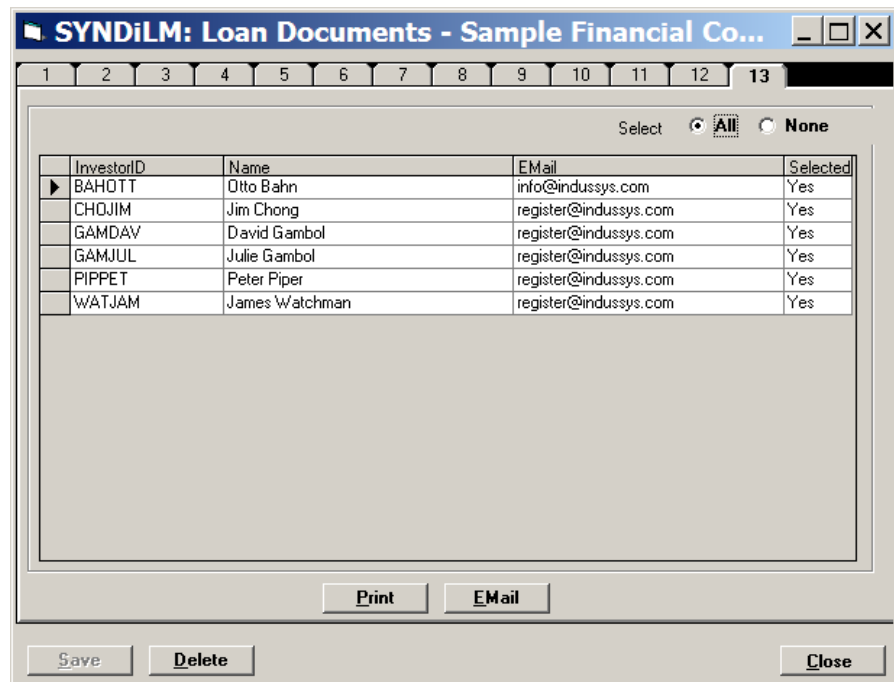
You can enter the amount subscribed by an investor in any advance provided it has not been applied. If the amount has already been received double-click ChkRec field to mark it with an X.

The Subscribed Amount cannot exceed Available Amount.

| | |
|---|---|
| Group | If the investor belongs to a Group, a list of members of the Group with their contributions is displayed at the bottom of the screen. To modify the contributions of another member of the group, just double-click on the row. |
|  | Displays a listing showing the names and contributions of investors subscribing to the loan. |

17.4. Generating Loan Documents

1. Once the data has been entered and saved, click on Tab 1 to display the list of documents.
2. Click Loan Documents to generate Administration Agreement, Investor Disclosure and Investor Acknowledgement.
3. After SYNDi has generated the documents, Tab 13 is displayed as shown below:



4. This screen is used to print investor documents and/or e-mail them to individual investors. The e-mail address of each investor comes from the Investors table.
5. Click All or None to select the investors for whom Loan Documents have to be printed and/or e-mailed. You may also double-click in the Selected column to select or unselect an individual investor.

17.5. Applying Loan Advances

1. Applying first advance

Once the loan has been finalized and you are ready to close it, go to Tab 1 and click Apply Loan Advance. It performs the following functions:

- (a). generates investor receipts,
- (b). posts investor receipts.
- (c). displays borrower payments screen to fund the loan.

Enter the document number and save the record. The loan is now ready to be billed.

2. Applying subsequent advances

Every time a loan advance date approaches, go to Tab 1 and click Apply Loan Advance. It generates a Loan Adjustment and posts it. Each advance increases the principal of the loan by the total amount advanced.